

## JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title – Early Years Practitioner			
Responsible to:	Senior Early Years Practitioner	£17,556 no qualification or £17,845 level 2 qualification per annum dependent on qualification and experience	Pro rata if part time
Hours:	To be confirmed		
Date Job Description Last Updated: Feb 19		By who: Service Manager	

**This post is suitable for unqualified workers willing to train to at least NVQ level 2 in childcare, level 2 qualified or level 3 newly qualified staff. It offers the opportunity to gain experience and a qualification whilst working in this role.**

### Purpose of post

- To support the children’s learning, with regard to their individual social, emotional, physical and intellectual needs.
- To help promote and maintain a warm, welcoming, safe and attractive environment for the children within the centre.
- To provide high quality integrated care and education for young children.
- To participate in the work, organisation and development of the centre, in accordance with the aims of the centre, under direction from the Senior Management Team.

### Key areas

- To make decisions within established policy and practice of the centre with regard to the intellectual, physical and emotional wellbeing of the children.
- To work individually and as part of a team in meeting the social, emotional, physical and educational needs of the children and their families in the centre under the guidance of the Senior Management Team. To monitor each child’s progress through keeping appropriate observation and assessment records, as well as health and safety and fire safety records when required.
- To contribute towards the planning of programmes of the appropriate learning experiences during planning meetings with the Senior Management Team
- To have a clear understanding of safeguarding policies and procedures, and to act appropriately should areas of concern arise, in line with the centre’s policies and procedures.

## **Responsibilities**

- Supervisory responsibility for the children in the centre.

## **Main duties**

- To participate in the development of day-to-day running of the centre and provide a warm, welcoming and secure environment in line with the current Child welfare requirements.
- To work in partnership with parents and carers in the care of their children and to encourage participation in centre activities.
- To offer support, advice and guidance to parents and carers when appropriate.
- To encourage the involvement of the local community in centre activities.
- To assist in preparing reports for the Senior Management Team that may be required for other agencies, as requested.
- To assist in the liaison with other professional staff involved in meeting the needs of the child.
- To attend and contribute to team meetings, discussions and case conferences as appropriate.
- To keep up to date with current legislation and childcare practice, and attend training as required.

## ***Any other duties and responsibilities appropriate and relevant to the post, including:***

- To ensure that the Children's Centre's Equal Opportunities policies are proactively implemented so as to promote inclusion, equality and valuing diversity throughout all aspects of the Children's Centre.
- To perform the duties specified and other duties as required from time to time under the guidance of the Area Management Team or line manager.
- To have a clear understanding of safeguarding policies and procedures and to act appropriately should areas of concern arise, in line with the North Halifax Partnership (NHP) policies and procedures.

## PERSON SPECIFICATION

***North Halifax Partnership Ltd is an equal opportunity employer. We are committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment. A disclosure and barring service check is undertaken for all staff – a caution or conviction does not automatically prevent an offer of a job and any issue may be discussed with a prospective employee.***

<b>POST TITLE:</b>		<b>Early Years Practitioner</b>
<b>Criteria No</b>	<b>Attributes</b>	<b>Criteria</b>
	<b>Relevant Experience</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>• Experience of working in an early years setting.</li> <li>• Knowledge of the developmental needs of babies and young children.</li> </ul>
		<b>Desirable</b> <ul style="list-style-type: none"> <li>• Experience and understanding of the developmental needs of babies and young children.</li> <li>• Knowledge of key worker systems and record keeping.</li> <li>• Experience of working in partnership with other agencies.</li> <li>• Awareness of the needs of the local community.</li> </ul>
	<b>Education, qualifications and Training Attainments</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>• Willingness to undertake training including a recognised early year’s qualification.</li> </ul>

		<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• A childcare qualification at NVQ level 2 or 3 in early years or equivalent. (If you have a Level 3 in Early Years qualification that was gained after August 2014 you must have a Math's and English qualification at Level 2).</li> <li>• Current First Aid Qualification.</li> <li>• Current Basic Food Hygiene Certificate.</li> <li>• Other related training.</li> </ul>
	<p><b>General and Special Knowledge /Ability</b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Ability to communicate well with adults and children.</li> <li>• To be able to demonstrate the ability to work as part of a team.</li> <li>• Ability to write legibly and good presentation skills.</li> <li>• Computer literate.</li> <li>• Good organisational skills.</li> <li>• Awareness of equality and diversity.</li> <li>• Awareness of health and safety in relation to the role.</li> <li>• Willingness to undergo full recruitment checks including enhanced DBS disclosure.</li> <li>• Must be eligible to work in the UK.</li> <li>• Able to work occasional evenings and weekends.</li> <li>• Ability to travel in connection with work.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Knowledge of Children's Centre services.</li> <li>• Knowledge and understanding of safeguarding practice.</li> <li>• Knowledge and understanding of the current early years curriculum.</li> <li>• Knowledge of Child Development.</li> </ul>