



APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Senior Early Years Practitioner / Room Leader

Vacancy ID: 010107

Salary: £21,330.53 - £22,636.22 Annually

Closing Date: 16/06/2019

Benefits & Grade

Grade I

Contract Details

Permanent, Term Time Only (39 weeks)

Contract Hours

37 hours per week

Disclosure

The successful applicant will be subject to an enhanced DBS check

Job Description

An exceptional opportunity has become available for a highly motivated and enthusiastic person to join a dynamic, highly skillful team working with children with complex needs.

The Early Support Nursery follows the Early Years Foundation Stage curriculum, suitably differentiated and adapted to meet the individual needs of each child. The nursery values partnership with parents and other professionals, such as the Portage Team, Speech and Language Therapy, Paediatric Physiotherapy and the Visually and Hearing Impaired Service.

The successful applicant will be a qualified childcare professional with the responsibility for the day to day running of the room. They will perform an important role, caring for children with complex needs, maintaining a high quality and stimulating learning environment. They will have sound knowledge of implementing the Early Years Foundation Stage Framework, promoting the progress and wellbeing of all children in their care. They will have experience of working with children with complex needs and be proactive in the safeguarding of all children in their care.

For detailed information on this role, please refer to the Job Description and Person Specification.

Please ensure you refer to the essential and desirable criteria detailed in the Person Specification when completing your application as they are used to select candidates for interview.


An online application form and further information is available from www.stockton.gov.uk/jobs.

Please ensure you refer to the Job Description and the essential and desirable criteria in the Person Specification when completing the Personal Statement on the application form, as this information is used to select candidates for interview.

If you would like an informal discussion about the post, please contact Manager Kathryn Lovell-Spencer, Early Support Nursery Manager, on 01642 527815.

The application form is available in alternative formats from Xentrall Recruitment Services, tel: 01642 526992 or email recruitment@xentrall.org.uk

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Children's Services		Service Area: SEN and Engagement	
JOB TITLE: Senior Early Years Practitioner/ Room Leader			
GRADE: I			
REPORTING TO: Early Support Nursery Manager			
1.	JOB SUMMARY: To have overall room leader responsibility on a rota with the Teacher and other Senior Early Years Practitioner/Room Leader in the Early Support Nursery. To secure the highest standards of teaching, learning and assessment for pre-school children with complex/multiple needs receiving Early Support Nursery services		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1.	To promote the progress and well-being of children attending the Early Support Nursery and assist in their physical care.	
	2.	To work in partnership with teachers and therapists in the delivery of teaching and therapy programmes	
	3.	To implement aspects of the nursery's improvement plan, the nursery's self-evaluation processes, and the monitoring of outcomes for children receiving the nursery's services.	
	4.	To support an integrated teaching and therapy approach through play and structured activities.	
	5.	To prepare and maintain resources for learning and play	
	6.	To implement the assessment processes for the Early Support Nursery.	
	7.	To assist in the assessment, observation and monitoring of children, under the guidance of teaching staff, and to contribute to the drawing up and following through of progress reports and action plans.	
	8.	To lead EHCP reviews where appropriate.	
	9.	To work closely with parents in order to promote children's progress.	
	10.	To reflect on practice and routines, tailoring them to meet the individual needs of each child throughout the day 7. To lead planning and the provision of a stimulating range of age-appropriate activities and ensuring your room is well-resourced and creatively set-up	
	11.	To work with the Manager and Teacher in developing the Early Support Nursery curriculum to ensure it meets the needs of children attending.	
	12.	To attend and participate in staff meetings and staff training.	
	13.	To ensure that duties are undertaken with due regard and compliance with all safeguarding regulations and requirements, the Data Protection Act and other legislation.	
	14.	To take reasonable care of your own Health and Safety, and co-operate with management so far as is necessary to enable compliance with the Stockton Borough Council Health and Safety rules and legislation requirements	

	15.	This job description outlines the main activities of the post holder. It is not meant to be, nor is it, an extensive or exclusive list of specific duties and activities. The post holder will be expected to undertake any duties which would reasonably be construed as being within the remit of the post, and which arise out of changes in legislation, regulations, orders and rules and working practices, methods and procedures and reviews as directed from time to time.
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3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council’s “Shaping a Brighter Future” programme.

Personal Development – As defined by the Council’s Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council’s Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.



PERSON SPECIFICATION

Job Title/Grade	Senior Early Years Practitioner/Room Leader	I
Directorate / Service Area	Children's Services	SEN and Engagement 0-25
Post Ref:	34465	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> Early Years qualification L3 	<ul style="list-style-type: none"> Qualification in SEN Education to degree level or equivalent in an education based discipline 	Application form
Experience	<ul style="list-style-type: none"> Experience of working with a wide range of education settings including schools. Experience of education/school improvement. Experience of successful intervention with education providers. Experience of working with children with additional/ complex needs. Experience of multi-agency and partnership working. 	<ul style="list-style-type: none"> ASD training 	Application / Interview

	<ul style="list-style-type: none"> • Experience of working with parents/carers, children and young people. 		
Knowledge & Skills	<ul style="list-style-type: none"> • Good oral and written communication skills including experience of report writing and writing referrals. • Good presentation skills. • Skills in using relevant IT systems effectively. • Able to approach difficult situations effectively. • Good organisational skills and the ability to work to deadlines. • Good problem solving skills. • Budget Monitoring Skills. • Supervisory Skills. • Ability to assess children's development and plan appropriate interventions to secure positive outcomes for children. • Ability to work as part of a team yet show initiative to the role. • To follow LA safeguarding Procedures and policies. 	<ul style="list-style-type: none"> • Willingness to commit to open and constructive multi agency working and demonstrate sensitivity to the needs of the client group of children and parents/carers 	Application / Interview
Specific behaviours relevant to the post	<ul style="list-style-type: none"> • Demonstrate the Council's Behaviours which underpin the Culture Statement. • Confidence to implement solutions and to challenge traditional thinking. • The personal demeanour and credibility, which inspires confidence and motivates colleagues. 		Application / Interview

	<ul style="list-style-type: none">• Friendly approachable manner.• The ability to benefit from training relevant to the post.• Highly motivated, energetic, not easily discouraged.		
Other requirements			

Person Specification dated May 2018

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

Job Sharing

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

Payment of Salaries

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.