

## Job Description

Job Title:	<b>Early Years Practitioner</b>
Grade:	Grade 2, (Points 5-6)
Salary:	£19,312 to £19,698 (pro-rata for term time only)
Hours:	Term Time only post (37 hours per week) starting January 2022
Location:	Pennywell Early Years Centre
Responsible to:	Head Teacher / Childcare Manager
Pension Scheme:	Local Government Pension Scheme
Qualification:	<b><u>Level 3 or above (Relevant DfE validated Early Years Education Qualification)</u></b> . A Maths and English qualification at Level 2 is required and a Paediatric First Aid Certificate is a <u>desirable</u> requirement.

### Purpose of Job

- To support and work within the Early Years team approach in delivering the key principles of effective teaching, learning and childcare standards across the Centre so to meet EYFS Statutory and curriculum requirements.
- To provide a stimulating and safe environment (covering all elements of 'Safeguarding') which will enable babies and young children to enjoy learning, make progress and achieve their full potential.
- To create a welcoming atmosphere for all families and develop positive home/centre links.
- To contribute to the teaching, learning and care of children from Birth to Five years, by outstanding Early Years practice, good organisational and interpersonal skills.
- To demonstrate skills and knowledge of child development across all age phases, with a willingness to demonstrate expertise within 1 particular age phase.
- To undertake all documentation required to record the child's learning and development.

### Principle Responsibilities

- To work under direction of the Senior Management Team to provide high quality education, care and development for children aged 4 months to 4+ years, following the Centre's ethos and values.

### Main Duties

- To support and contribute to the teaching, learning and care of children from Birth to Five years, by outstanding Early Years practice, good organisational and interpersonal skills.
- To promote the Centre's aims, objectives, policies and procedures and contribute towards the provision of high quality Education, Childcare and Family Support.

- To deliver the planning and organisation of the learning environment, which reflects the child's interest and stage of development, through active participation and reflection. All planning is undertaken by the Head Teacher.
- To support the Centre's inclusive ethos, through the delivery of additional support and intervention as appropriate, and contribution to the Intervention Programme as planned and prepared by the Head Teacher.
- To have responsibility within the team as a Key-worker for child and family, supporting all elements of need, health, hygiene, intimate care, etc with guidance from the teaching staff,
- To assist the development and delivery of a well planned, safe, healthy, stimulating, educational environment, both indoors and out based on our Inclusive "Birth to Five" Framework.
- To participate in on-going observations, assessments and Learning Stories of children's development and complete records/reports/evaluations for both in-house data collection and for external use. These are collated by the Head Teacher for the assessment process.
- Liaise with the SENCo, teaching staff and other agencies to identify the needs of the child and follow appropriate action.
- To administer medication voluntarily, oxygen, change feeding tubes etc, ensuring all records are kept up to date, following care plans organised by the SENCo.
- To assist in the development of positive behaviour management and nurturing techniques.
- To prepare food and snacks and set up equipment and resources as required.
- To ensure the general health and welfare of children are met including changing and cleaning children who are wet or soiled.
- To promote the Personal, Social, Emotional, Cultural and Physical welfare and safeguarding of all children at the Centre, in line with Safeguarding, Cultural Diversity and Health and Safety policies and procedures, SMSC and British Values.
- To liaise, consult and work with parents, carers and other professionals, so to build successful relationships and meet individual needs.
- To participate to the on-going development and training of the whole staff team
- To attend staff, team, planning meetings, in-service training and participate in Professional Development and self-review supported by the Teacher and Head Teacher.
- To assist the Head of Centre in the general efficient running of the Centre by being flexible and adaptable in approach and responding to the individual needs of the children.

*The post holder must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with. The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Council.*

*The post holder must comply with the principles of the Freedom of Information Act (2000) in relation to the management of Council records and information The post holder must carry out their duties with full regard to the Council's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Council Policies.*

*The post holder must comply with the Council's Health and Safety rules and regulations and with Health and Safety legislation.*

Name of Author: Claire Nicholson  
Date: October 2021