

St. Paul's Community Development Trust



Job Description

Job Title:	Early Years Practitioner
Department:	Nursery, Malvern Street
Salary:	£10.42 per hour from 1 st April 2023
Hours of work:	16 hours per week, over 2 days (shifts between 8am & 6pm)

Job Purpose:

To work as part of a team providing a secure, happy and safe environment in which differentiated needs of the children are met. To undertake an additional responsibility within the day to day running of the nursery with support from Senior Staff members.

Duties and responsibilities:

All staff employed by the Trust have an individual responsibility for promoting and safeguarding the welfare of the children/young people and vulnerable adults that they are responsible for, or come into contact with.

1. Working as part of the nursery staff team to deliver best practice at St. Paul's Nursery, promoting the setting aim for children to happy, confident and independent.
2. Share the key person role for a group of children to ensure that children feel secure, their individual needs are met and strong parent partnership is a priority.
3. Provide challenging and enjoyable activities, routines and environment, recognising each child's emerging needs and interests and the differing ways in which they learn.
4. Implement the curriculum, ethos and policies of the setting ensuring all children are making good levels of progress.
5. Adhere to policies and procedures relating to the nursery and contribute as these are reviewed and updated.
6. To be named supervisor for students and volunteers, ensuring they have the support needed to be able to carry out their duties.
7. To monitor, evaluate and reflect upon the day to day running of the nursery through participation in staff meetings and supervisions.
8. To record and report concerns appropriately in line with Safeguarding and Child Protection policy and procedures.
8. To work with the setting SENCOs to ensure that children are fully included in the setting with access to all activities and plans are fully implemented.
9. To work in partnership with parents and carers using a variety of approaches, to ensure effective communication, shared understanding and positive relationships. To signpost parents or carers to other agencies as appropriate.
10. To follow administrative and financial procedures commensurate with the role of Early Years Practitioner

11. To ensure that the Nursery premises and resources are maintained and developed and used for the optimum benefit of clients and community.
12. Any other duties commensurate with the purpose and status of the post, which may be agreed with the line manager.
13. To participate in the Trust's performance management scheme.
14. To undertake personal professional development and training as appropriate.
15. To assist with organising and running community events in Balsall Heath as appropriate.
16. To participate in the supervision process including the Probationary Review.
17. To undertake any other duties commensurate with the role and responsibilities of the post as agreed with your Line Manager.
18. To be familiar with and uphold the policies and procedures of the Trust especially those relating to Health and Safety, Equalities, Data Protection and Safeguarding.

Supervision received: Senior EYP

Supervision exercised: Students, Volunteers

PERSON SPECIFICATION – Early Years Practitioner

Statutory Requirements with regards to learning and development, assessment, safeguarding & welfare.

METHOD OF ASSESSMENT (MOA) A = APPLICATION FORM I = INTERVIEW T = TEST

CRITERIA	ESSENTIAL	MOA	DESIRABLE
EXPERIENCE/ KNOWLEDGE	Experience in an early years setting working with ages 0-5 yrs	A/I	In the moment planning
	Knowledge and understanding of Safeguarding and Child Protection requirements and procedures	A/I	
	Knowledge, understanding and ability to implement Health & Safety Requirements	A/I	
	Knowledge, understanding and ability to implement all parts of Early Years Foundation Stage within practice	I	
	Experience and understanding of observation, assessment and planning	A/I	
	Knowledge of different childcare approaches and theories	I	
SKILLS AND ABILITIES	Ability to recognise and respond to children's individual needs	A/I	
	Effective and professional communication skills with other professionals, colleagues and parents	I	

	<p>Planning, monitoring and evaluation skills</p> <p>Ability to maintain accurate information and progress records for individual children.</p> <p>Administrative & ICT skills</p>	<p>A/I</p> <p>A</p> <p>A</p>	
QUALIFICATION S/TRAINING	Level 3 Diploma in Children and Young People's Workforce or equivalent	A/I	Current Certificates in First Aid, Food Hygiene, etc.
EQUALITIES	Understanding of, and commitment to equality of opportunity and the ability to apply this	I	
FURTHER REQUIREMENT	<p>Willingness to work flexible hours when necessary</p> <p>It is essential that all candidates are deemed suitable to work with children and/or vulnerable people</p>		