

Early Years Practitioner

Job Description

Role Purpose

Our vision is that every child and young person in the country has a safe and happy childhood. To help us achieve this, the role will:

Work as part of a team to create an environment in which children's individual needs are met and high standards of care are provided, which meet the requirements set out in the Early Years Foundation Stage.

In this role, you'll be responsible and accountable for:

1. Contributing to the effective care of the children, meeting all needs, including the facility of both indoor and outdoor play experiences
2. Developing productive working relationships with parents/carers, resulting in the appropriate sharing of information with regards to the needs of the children.
3. Ensuring the provision of a high-quality environment to meet the needs of individual children, encouraging positive self-image in children and their family regardless of cultural heritage, race, religious beliefs, disability or gender.
4. Maintaining a high standard of health and safety requirements in the setting adhering to legislative and organisational guidance.
5. Contributing to the effective financial management of the setting through maintaining reputation, utilising resources effectively and promoting the setting with parents/community.
6. Being alert to child protection and safeguarding issues and inform appropriate line managers of concerns in line with safeguarding policies and procedures.
7. Demonstrating awareness and a clear understanding of own role and areas of responsibility.
8. Understanding and complying with all nursery policies and procedures, and relevant legislative requirements, informing management immediately of any instances of non-compliance or variations in practices.

Level 2 qualified – additional responsibilities

1. Providing learning programmes for individual or groups of children appropriate to their needs and developmental stages in accordance with Early Years legislation and guidance.

The responsibilities, accountabilities and reporting structure for this role will be reviewed periodically and updated, if required.

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2. Preparing dedicated areas/rooms within the setting on specific working patterns through planning, managing ratio of children, provision of a stimulating and appropriate range of activities and ensuring health and care needs are met.
3. Assuming the role of a key person to a group of children and work in partnership with parents/carers, catering for all children's individual needs; observing, planning and evaluating development activities; keeping accurate records and maintaining regular contact and communication with parents.
4. Developing productive working relationships with parents/carers, resulting in the appropriate sharing of information and consultation with regards to the developmental progress of the children.

Level 3 qualified – additional responsibilities

1. Preparing and supervising dedicated areas/rooms, in the absence of the Senior Early Years Practitioner, within the setting on specific working patterns through planning, managing ratio of children, provision of a stimulating and appropriate range of activities and ensuring health and care needs are met.
2. Supporting and mentoring Students and Apprentices undertaking training or work experience in an appropriate and positive manner during their practical placements or providing guidance and direction to less experienced colleagues.
3. Completing ongoing and continuous training and professional development and effectively carry out any additional specialist roles as identified in line with Spring's Career Pathway, for example SENCO, PANCO, Forest School Lead
4. Effectively supporting children's health and medical needs and administer medication specific to each child, as required, in line with the medication procedure.

To do this, you will have:

Qualifications and training

1. Relevant Early Years Qualification Level 2 or 3 (desirable)
2. Paediatric First Aid Qualification or ability to achieve
3. Basic Food Hygiene Certificate or ability to achieve

Skills, knowledge and experience

1. Experience working in an early year's child care setting or a setting working with children aged 0 to 5 years.
2. Planning, observation and reflection of children and their learning (desired)
3. Working in a team providing high quality services for children.
4. Confident using digital systems to record and plan, observe and communicate with others.
5. Able to maintain records to comply with organisational expectations and national regulatory inspections, Ofsted/Care Inspectorate.
6. Be an effective communicator and listener across multiple age groups
7. Efficient, expressive and creative.
8. Solution focused
9. A thorough current working knowledge of children's emotional, physical, psychological and educational developmental needs from 0 to 5 years.

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10. Working knowledge of particular requirements of children with special needs in terms of support, development and care.
11. Awareness and understanding of child protection and safeguarding issues for children aged 0 to 5 years.
12. Health and Safety expectations and basic food hygiene regulations

Don't meet every single requirement?

If you're excited about this role but your experience doesn't align perfectly with the job description, we'd love you to apply anyway. You might just be the perfect person for this role, or another role within the Action for Children family.

What else?

Everyone at Action for Children must promote equality, value diversity and work inclusively to ensure everyone feels welcomed and valued.

If you're appointed, you'll need to have a disclosure check.

For completion by the Reward Team:

Operational Job Title: Early Years Practitioner

Generic Job Title: Early Years Practitioner (see AJF for more information)

Reports to: Nursery Manager

Panel approval: Reward Team

Panel date:

Grade: 6

Payscale Ref: See approved job framework.

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