

Hardmoor Early Years Centre

JOB DESCRIPTION

POST	Early Years Practitioner
POST NO	
GRADE	Grade 5
ACCOUNTABLE TO	Senior Early Years Practitioner / Day Care Officer

JOB PURPOSE

- To work as part of a team in providing a stimulating and varied programme of play and early education activities for children (0-5) that support the delivery of the Early Years' Foundation Stage
- To work with and support children, including those with a variety of academic, physical and emotional / behavioural needs, on a group or individual basis.

KEY ACCOUNTABILITIES

1. To demonstrate a sound understanding of the Early Years' Foundation Stage
2. To assist in providing a stimulating environment that encourages the learning and development of young children through play.
3. To maintain and use resources appropriately in providing play and early education opportunities that meet the needs of individual children whilst ensuring quality standards are maintained.
4. To be a positive role model when engaging with children and parents/carers, in order to promote the development of social, emotional and communication skills in young children.
5. To assist the Teacher / Senior Practitioner to ensure all children progress and development is supported by working as a Key Person for a group of children.
6. To work as part of a team planning and evaluating play and learning opportunities for the children.
7. To make observations of children and use them to inform the future planning of activities that promote children's learning and development.
8. To ensure the safety and care of the children and the play environment, contributing to Risk Assessments and completing Health and Safety Records. Reporting any issues in line with the centre's procedures.

9. To assist in completing all records in line with Ofsted requirements, EYFS, Every Child a Talker and the Centre's procedures
10. To work in partnership with parents/carers around the needs of their children and families, contributing to signposting and referral to other agencies where appropriate
11. To ensure your practice within the centre is inclusive and takes into account the needs of individual children so that equal opportunities are evident in all practice.
12. To inform the Designated Safeguarding Lead of any concerns regarding the safeguarding of children, to share information appropriately and confidentially, following the centre's safeguarding procedures.
13. To encourage parental involvement and feedback when planning and evaluating activities for their children.
14. To work in partnership with other agencies to support children and their families, including vulnerable children and those with special needs.

Replaces: To demonstrate good understanding of the universal help assessment process and knowledge for those working with children, young people and their families and the role of supporting children and families who have children with special needs.

15. To undertake continuous professional development as agreed with your line manager.
16. To take part in off-site activities as appropriate and be aware of the Centre off-site procedures and regulations.
17. To have a thorough knowledge of the centre plans, policies and procedures.
18. Any other duties which reasonably fall within the purview of the post, which may be allocated by the Head of Centre after consultation with the post holder.

Supporting the Centre

At an appropriate level, according to the job role, grade and training received, all employees in the centre are expected to:

1. Support the aims, values, mission and ethos of the centre and participate in a team approach to all aspects of centre life.
2. Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.
3. Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/centre and keep confidences appropriately.
4. To maintain the confidentiality, in and out of the work place, of any information regarding the children, their families or other staff.
5. To assist in maintaining high standards of health and safety and act in accordance with the Centres Health and Safety Policy

OTHER DUTIES

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

