

Hardmoor Early Years Centre			
POST: Early Years Practitioner GRADE: 5			
SKILLS/ ABILITY/ EXPERIENCE	TO DO WHAT?	HOW WELL? NOW OR WITH TRAINING?	HOW IMPORTANT AT THE TIME OF APPOINTMENT?
<u>Knowledge</u>			
<u>Qualifications/experience</u>			
Minimum level 3 qualification that meets the Early Years Educator criteria. (EYFS requirement)	To have an understanding of the skills and knowledge required for working with children under 5 years old	Immediate	5
Knowledge of the Early Years Foundation Stage	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.	Immediate	5
Experience of working with children under 5 years of age	To prepare the environment and clear away after sessions.		
First Aid qualification	To administer basic First Aid to children as required	Within 6 months	4
Understanding the needs and rights of children under 5 years of age	To provide and promote a safe, stimulating and secure play, early education and care environment	Immediate with ongoing training under supervision	5
Awareness of health and safety issues in an early years environment	To ensure the safety and care of the children and the play environment.	Immediate	5
<u>Interpersonal & Communication skills</u>			
Interpersonal skills	To demonstrate sensitivity and a common sense approach to all aspects of your work	Immediate	5
Communication skills, both oral and	To be able to communicate verbally and in writing with children, parent/carers and colleagues.	Immediate	5

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written	To complete written observations, accident reports and planning documents		
Ability to work in partnership with families from a diverse community and understand the barriers that prevent inclusion.	To work effectively with other agencies, parent/carers and volunteers To promote participation and ensure parental involvement The post holder must have the ability to understand the needs of a multi-racial society and be prepared to implement the Centre's Equal Opportunities Policies at a level appropriate to the job and must at all times carry out their responsibilities with due regard to these policies.	Awareness now Training will be provided	4
<u>PHYSICAL DEMANDS</u>			
Reasonable level of physical fitness	To lift and carry play equipment To implement play activities and interact / play with the children.	Now	5
<u>INITIATIVE & INDEPENDENCE</u>			
Ability to solve routine problems and use judgement appropriately	To make decisions and solve day to day problems.	With support	4
<u>EMOTIONAL DEMANDS</u>			
Ability to work with, support, understand and empathise with young	To work with individuals or groups of children of all abilities (including the very able and those with	Ability/aptitude essential now. Training given in specific	5

children	specific learning difficulties) To work with children who require special/additional support due to physical and / or emotional needs	procedures	
<u>RESPONSIBILITY FOR PEOPLE</u> Understanding and awareness of safeguarding procedures	To be able to keep children and vulnerable adults safe, and to be able to recognise issues and signs and symptoms which may cause concerns and follow the Safeguarding policy and procedure.	Awareness now Training will be provided	4
<u>RESPONSIBILITY FOR SUPERVISION</u> N/A			
<u>FINANCIAL RESPONSIBILITY</u> N/A=			
<u>RESPONSIBILITY FOR PHYSICAL RESOURCES</u> N/A			

How important – weighting

- 1 = This Criteria is desirable, will only be infrequently used in the job
- 2 = This Criteria is desirable, will only be occasionally used in the job
- 3 = Candidates must meet this Criteria, it is more essential for the job
- 4 = Candidates must meet this Criteria, it is more significant to the performance of this job
- 5 = Candidates must meet this Criteria, it is a very significant requirement in the performance of the job