

The Northumberland Church of England Academy Trust

Title:	Early Years Practitioner
Responsible to:	Early Years Senior Practitioner/Deputy Leader
Salary:	Band 3
Responsible For:	To be responsible for the welfare, learning and development of the children as directed by the Centre Leader/ Deputy Leader and Senior Practitioner.

Purpose of the job:

Take a shared responsibility for the welfare, learning and development of children in the nursery by working with initiative and creativity to foster an environment that encourages the children's all-round development.

Main duties:

- To work alongside the Centre Leader and staff team to ensure that the setting's philosophy is fulfilled.
- Implement policies and procedures to ensure the welfare requirements of the Early Years Foundation Stage Framework are met.
- Assist in planning appropriate experiences for children to meet the learning and development requirements of the EYFS Statutory Framework.
- Participate in planning, assessment, recording and reporting, in line with the requirements of the EYFS Statutory Framework. , including the two year old statutory progress check.
- Take on the role of key worker with designated children through keeping records of your key children's development and learning journeys and share with parents, carers and other key adults in the child's life
- Participate in providing a safe and secure learning environment for the children both indoors and out, that is welcoming and exciting and meets their needs and interests.
- Assist in providing effective liaison with parents on a day to day basis regarding the welfare, learning and development of key worker children.
- Maintain the highest levels of cleanliness and hygiene in sleeping, nappy changing, food preparation.

- Take shared responsibility for the care, maintenance and security of all equipment and resources in the setting.
- Participate in performance management and access necessary training or professional development.
- Comply with NCEA policies and procedures at all times.
- Treat all staff, children, parents and other professionals with courtesy and kindness at all times.
- To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job.
- To be aware of the high profile of the setting and to uphold its standards at all times, both in work hours and outside.

PERSON SPECIFICATION

Post Title: Early Years Practitioner		Director/Service/Sector: Children's Services	
Essential		Desirable	Assess by
Knowledge and Qualifications			
<ul style="list-style-type: none"> Level 3 qualification in Early Years e.g. NNEB, B/Tech/ NVQ Level 3 OR similar. A commitment to undertake further training. 		<ul style="list-style-type: none"> Relevant Playwork qualification 1st Aid Safeguarding children Relevant speech and language qualification 	
Experience			
<ul style="list-style-type: none"> Experience of working with pre-school children in a group setting. Experience of providing play opportunities for pre-school children linked to their developmental stage. Experience of working in partnership with parents, carers and children, and other agencies 		<ul style="list-style-type: none"> Experience of a variety of early years settings. Experience of undertaking developmental work. Experience of supporting individual children and their families. 	
Skills and competencies			
<ul style="list-style-type: none"> Knowledge and understanding of current childcare practice and child development Knowledge and understanding of how children play and learn. A creative and innovative approach to play. Knowledge and understanding of child protection issues. Excellent interpersonal and communication skills (verbal and written). Ability to plan and evaluate activities. Ability to work alone and as part of a team. Ability to manage own workload and work under own initiative. Ability to keep simple records. 			
Physical, mental and emotional demands			
Motivation <ul style="list-style-type: none"> Commitment to the vision and principles of Children's Centres 		<ul style="list-style-type: none"> Not Applicable. 	
Physical <ul style="list-style-type: none"> Physically capable of discharging the full duties of the post. 		<ul style="list-style-type: none"> Not Applicable. 	
Other			
<ul style="list-style-type: none"> A full clean Driving Licence. Commitment to and ability to work in partnership with parents, carers and children. 		<ul style="list-style-type: none"> Not Applicable. 	

<ul style="list-style-type: none">• Have a flexible approach to work.• Commitment to all aspects of equal opportunities including commitment to anti-discriminatory practice.• Able to work outside normal working hours• Able to work from alternative bases when required		
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