



Early Years Practitioner

Job Purpose:	Under the guidance and direction of the Manager and senior staff to deliver care practices and agreed educational programmes to individual and groups of children who attend St. Cuthbert's Early Years Centre.
Reporting to:	Headteacher: Mr John Rushton Early Years Manager: Tracy Cottam Early Years Deputy Manager: Natasha Lewis
Responsible for liaising with:	Children, parents/carers and staff members of St. Cuthbert's Early Years Centre
Grade of post:	G3 - Permanent
Disclosure Level:	Enhanced DBS and Barred Check list
Hours of work	37 hours Monday 08.45 - 15.45, Tuesday 08.45 - 15.45, Wednesday 08.45 - 18.00, Thursday 08.45 - 18.00 and Friday 08.45 - 15.45
Term Time	38 weeks

Job Outline:

- To deliver the early year's foundation stage, ensuring that all children are included and have access to age appropriate play and activities in a stimulating environment whereby they will learn new skills and achieve developmental milestones appropriate to their age and stage of development.
- To supervise and provide particular support for children (aged 0-4 years), ensuring their safety.
- To provide personal care practices and immediate response to hygiene needs when required.
- To be responsible for the preparation and maintenance of equipment and materials necessary to carry out activities as directed by senior staff.
- To establish caring attachments and constructive relationships with the children, interacting with them according to their individual needs whilst promoting inclusion and acceptance of all children.
- To take responsibility of a key person group and to monitor and observe children's responses to learning and development opportunities.
- To plan learning activities and to record progress and achievements of individual children.
- To promote good behaviour that is appropriate to each child's age and stage of development, dealing promptly with conflict and incidents of unacceptable behaviour in line with St. Cuthbert's Early Years Centre 'Behaviour Management Policy'
- To assist with the development and implementation of Individual education/behaviour plans and personal care programmes.
- To provide specialist support to children with barriers to learning on a one-to-one basis or in a small group.
- To provide feedback to Early Years Managers and parents in relation to children's progress and achievements.
- To create and maintain a purposeful, orderly and supportive environment, in accordance with activity plans and assist with the display of children's work.
- To be committed to safeguarding children at all times and follow associated procedures.

Other Specific Duties

- To carry out housekeeping duties in an effective and efficient manner.
- To participate in the centre's staff review, supervision and suitability process with the Manager.
- To undertake relevant training including safeguarding, basic food hygiene and paediatric first aid.



Person Specification/Selection Criteria

St. Cuthbert's Extended Provision

Early Years Practitioner



A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References
Experience of working and interacting with children (aged 0-4)	E		A, I, R

B. Training and Qualifications

	Essential	Desirable	Source
A full and relevant NVQ Level 2 or above in Early Years/Child Care			
A full and relevant NVQ Level 3 or above in Early Years/Child Care	E		
Basic level of literacy and numeracy	E		
Maths GCSE (or working towards)		D	A, I
English GCSE (or working towards)		D	A, I
Willingness to undertake basic first aid training	E		A, I
Willingness to undertake safeguarding training	E		A, I
Willingness to undertake basic food hygiene	E		A, I
To have attended at least one of the following: ELKLAN, ECAT, Toddler Talk, Read Write Inc or SENCO training.		D	

C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
An understanding of the statutory framework for the Early Years Foundation stage	E		A, I
Understanding of child development and learning	E		A, I
Awareness of relevant legislation, policies and codes of practice	E		A, I
Knowledge of basic Health and Safety		D	
Basic knowledge of how to use ICT to support	E		

learning			
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D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Ability to communicate with and relate well to children and adults	E		A, I
Ability to work under supervision and as part of a team	E		A, I
Ability to deal with minor injuries		D	A, I
Ability to prepare simple snacks and meals	E		A, I
Ability to work in accordance with the school/centre policies and procedures	E		A, I

E. Legal Issues

Legally entitled to work in the UK	E		A, I
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