

# Early Years Practitioner

## Job Description

<b>Service:</b>	<i>Comeytrowe Under Fives Preschool</i>
<b>Job Title:</b>	<i>Early Years Practitioner</i>
<b>Reports To:</b>	<i>Preschool Manager, Assistant Manager or Room Leader</i>
<b>Main Purpose of Post:</b> <i>Briefly – what is the job there for and why is it being done? Please attach an organisation chart to show clearly, the department structure and where the job fits with this.</i>	
<ol style="list-style-type: none"> <li>1. To provide a high standard of physical, emotional, social and intellectual care for children in the setting.</li> <li>2. To work as part of a team in order to provide an enabling environment in which all individual children can play, develop and learn.</li> <li>3. To build and maintain strong partnership working with parents to enable children's individual needs to be met.</li> </ol>	
<b>Main Responsibilities and Duties:</b> <i>What needs to be done? – Describe the main responsibilities and duties required of the job. This should include responsibilities for the support or management of clients, employees, budgets, processes and equipment.</i>	
<ul style="list-style-type: none"> <li>● To effectively deliver the EYFS ensuring that the individual needs and interest of children in the setting are met (in conjunction with other team members).</li> <li>● To keep records of your key children's development and learning journeys and share with parents, carers and other key adults in the child's life.</li> <li>● Support all staff and engage in a good staff team.</li> <li>● To develop and maintain strong partnerships and communication with parents/carers to facilitate day-to-day caring and early learning needs.</li> <li>● To ensure the provision of a high-quality environment to meet the needs of individual children having an awareness of any disabilities, family cultures and medical histories.</li> <li>● To advise manager/deputy of any concerns, e.g. over children, parents, the safety of the environment, preserving confidentiality as necessary.</li> <li>● To be involved in out of working hours activities, e.g. training, staff meetings, fundraising events etc.</li> <li>● To be flexible within working practices of the setting, undertaking other responsible duties where needed, such as domestic tasks, preparation of snack meals, cleansing of equipment, etc.</li> <li>● To work alongside the manager and staff team to ensure that the setting's philosophy is fulfilled.</li> <li>● To read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting.</li> <li>● To develop your role within the team, especially with regard to being a key person.</li> <li>● To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job.</li> <li>● To be aware of the high profile of the setting and to uphold its standards at all times, both in work hours and outside.</li> <li>● To support preschool assistants, students and volunteers.</li> <li>● To ensure good standards of safety, hygiene and cleanliness are maintained at all times.</li> <li>● To undertake and lead on additional responsibilities such as SEND, EAL, Safeguarding, Data Protection etc.</li> </ul>	
<b>Facts and Figures:</b> <i>Give facts and figures that help to give a picture of the job. This should include any statistics relevant to the job, for example the number of clients supported, type and value of equipment, resources or premises for which the job has responsibility, size of budgets controlled or which the job has some impact on and, if appropriate, numbers of staff managed.</i>	

<p>Comeytrove Under Fives provides integrated early years education and childcare for children aged from 2-5. Childcare provision operates for a minimum of 7.5 hours a day, 5 days a week, 38 weeks per annum.</p> <p>Comeytrove Under Fives is registered for 69 children at any one time.</p> <p>Standards of care and practice are mandated by Ofsted.</p>
<b>SUPPORTING PROCESSES</b>
<p><b>Problem Solving and Creativity:</b> <i>Give examples of the problem solving and creativity involved in the job. This should include resolving issues over interruptions to work deadlines, priorities and changing demands. How often do these issues occur?</i></p> <p>Work is undertaken within laid down procedures and guidelines. However, the postholder will be required to listen to and respond to the needs of children and parents, by adapting their approach based on those needs, recognising cultural diversity and the requirement to be inclusive to parents as well as children.</p> <p>Notify the Preschool Manager of any significant issues. Where those issues relate to safeguarding, the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead should be informed.</p> <p>Contentious or complex matters are referred to the Preschool Manager, Assistant Manager and/or Business Administrator as appropriate for advice or decision.</p>
<p><b>Decision Making:</b> <i>Give examples of the types of decisions which the job has responsibilities for making, including where appropriate those relating to resources, budgets and employees. Show where there is authority of freedom to act and where there is an impact via recommendations or advice.</i></p> <p>The postholder will make childcare decisions on a daily basis, in line with Early Years Foundation Stage requirements and other relevant legislation including SEND, Safeguarding and the Childcare Act.</p>
<p><b>Physical Effort and Working Conditions:</b> <i>Give details and the frequency of any special effort needed, including the prolonged or frequent use of IT equipment and describe any particular working conditions, other than those encountered in a normal office environment, to which the job holder is subjected eg noise, outside working, unpleasant surroundings.</i></p> <p>The work requires normal physical effort. Due to the requirement to set up and put away preschool equipment daily, it will involve lifting and handling of equipment and other resources, and to be involved in practical activities and physical care of young children.</p> <p>The setting operates a free flow system where all staff are required to work outdoors every day. You will need to come to work with appropriate outdoor clothing.</p>
<p><b>Contacts and Relationships:</b> <i>Give details of the range and type of people within the Council or external organisations and including the recipients of services it is necessary to contact in order to carry out the responsibilities of the job. What is the range and purpose of the contact eg providing information or advice, directing, monitoring, influencing, motivating.</i></p> <p>The postholder has regular contact, and will be required to have positive working relationships with:</p> <ul style="list-style-type: none"> <li>• Children</li> <li>• Parents and families</li> <li>• All staff employed within the setting – both childcare and back-office</li> <li>• Management Committee</li> <li>• External agencies: Ofsted, Local Authority employees, training agencies, professionals from other settings</li> </ul>

<ul style="list-style-type: none"> <li>• Visitors, including suppliers</li> </ul> <p>The postholder will be required to answer the door or phone and to pass and receive information, or deal with queries. On occasions, clients can be distressed or difficult requiring the post holder to use tact and discretion.</p>
<p><b>Additional Information:</b> <i>Anything else which is relevant to the job which is not adequately covered elsewhere,</i></p>
<p>An Enhanced DBS clearance is required as the post holder will be working in close proximity to children. This post is exempt from the Rehabilitation of Offenders Acts.</p>
<p><b>Knowledge, Skills and Experience: (To be completed by the Line Manager)</b> <i>The minimum general education standard, qualifications, training and level of experience required by the job holder to be fully effective in the job. Note that this information should relate to the requirements of the job and not what may be available from existing job holders.</i></p>
<p>Knowledge of legislation relevant to early years, such as EYFS, SEND, Safeguarding and the Childcare Act is essential, as is a demonstrated understanding of child development and children's needs. The postholder must have the ability to work effectively as part of a team, communicate clearly with both adults and children, and be able to work with parents/carers/families to encourage partnership working.</p> <p>Experience of working with children is essential, with prior experience of working in an early years setting. The postholder is required to be flexible and willing to take on other duties as deemed necessary.</p> <p>The minimum education/qualification(s) required for this post is a relevant recognised Level 3 qualification (e.g. Early Years Educator, NVQ in Childcare &amp; Education, Playwork or Children's Care; or Diploma for Teaching Assistants) and Level 2 Literacy and Numeracy / Grades A*-C English and Maths (or equivalent).</p> <p>An understanding of equal opportunities and an awareness of health and safety and practical hygiene issues is essential, preferably supported by recent certificates in Paediatric First Aid and Basic Food Hygiene are desirable but not essential.</p> <p>It is also desirable that the postholder has: the ability to write legibly, good presentation skills, a basic level of IT literacy, good organisational skills and can demonstrate creative ability.</p>