

## Children's Centre's

### Job Description

<b>Job Title</b>	<b>Early Years Practitioner (Apprentice)</b>
<b>Salary</b>	<b>£3.70 per hour</b>
<b>Hours</b>	<b>37 hours per week</b>
<b>Location</b>	<b>Sunshine Preschool Woodthorpe Children's Centre</b>
<b>Reports to</b>	<b>Senior Early Years Practitioner</b>
<b>Responsible to</b>	<b>Pre-school Manager</b>

### Job Purpose

To work as part of the Early Years team under the direction of the Senior Early Years Practitioner, to provide safe, high quality education and care for babies and young children.

### Key Tasks

1. To assist in planning, preparation and implementation of exciting activities and fun experiences for young children.
2. To interact with children and babies at all times including lunch time and during staff breaks ensuring a language rich environment is consistently available.
3. To facilitate children's learning, through offering appropriate child centred support, stimulation and interaction.
4. To adhere to the safeguarding procedures and acknowledge their responsibility in terms of Safeguarding the children and adults in their care.
5. To work with parents/carers to ensure they are aware of the progress their child is making. This should include strengths and weaknesses.
6. To attend staff meetings.
7. To attend in-service training courses and meetings as required.
8. Maintain levels of confidentiality as expected.
9. To contribute to the observation and assessment of all children.
10. To undertake any other duties as directed by the Senior Early Years practitioner or Pre School manager in accordance with the pre-school business plan and objectives.

11. To adhere to current policies, procedures and legislation e.g. Children Act 2004, health and safety.
12. To work within key worker system
13. To provide a stimulating outdoor learning environment

### **Additional Duties**

It is the nature of the work of the pre-school that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are therefore expected to work in a flexible way when the occasion arises so that tasks which are not specifically covered in their job description have to be undertaken. If additional responsibility or tasks becomes a regular or frequent part of the member of staff's job, it will be included in the job description in consultation with the member of staff.

This Job Description is presented in general terms and is not an exhaustive list of responsibilities. The post holder will be expected to review this regularly with their line manager.

*NB. This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.*

## Person Specification

	<b>Minimum Essential Requirements</b>	<b>Method Of Assessment</b>
	<b>Skills / Knowledge</b>	<i>(e.g. interview, Application form, test, assessment, etc)</i>
<b>Essential</b>	An awareness of inclusion issues and commitment to equality of opportunity	Application / Interview/Reference
<b>Essential</b>	Knowledge of child protection procedures	Application / Interview
<b>Essential</b>	Sound Knowledge of stages of child development Experience of Observation and assessment	Application / Interview/Reference
<b>Essential</b>	Ability to plan an appropriate curriculum 0- 5yrs utilising the Early Years Curriculum	Application / Interview/ Ref
<b>Essential</b>	Friendly, flexible approach.	Interview / Reference
<b>Essential</b>	Ability to work as part of a team	Application / Interview/Ref
<b>Desirable</b>	Involvement in community development work i.e. setting up of a playgroup, out of school activities	Application / Interview
<b>Essential</b>	Excellent communication skills, friendly, flexible	Application / Interview
<b>Essential</b>	Recognise the importance of working in partnership with parents and others	Application / Interview/Ref
	<b>Experience / Qualification. Training etc (if any)</b>	
<b>Essential</b>	Relevant childcare qualification NNEB, CACHE Diploma, B-Tech, NVQ level 3 (with endorsements) or NVQ level 2	Application / Certificate
<b>Essential</b>	2 years recent experience of working with children	Application
<b>Essential</b>	Experience of working with 2 year olds	Application form Ref
<b>Desirable</b>	A First aid Certificate	Certificate
<b>Essential</b>	Ability to support staff	Application form /Ref
<b>Desirable</b>	A calm demeanour	Reference
<b>Desirable</b>	Experience of multi professional working	Application / Interview/Ref
	<b>Work related Circumstances (including Working Conditions)</b>	
<b>Essential</b>	Attend staff Meetings, relevant training	Application form
<b>Essential</b>	Willingness to work with other professionals, departments and agencies	Application form/ Reference
<b>Essential</b>	A commitment to young children and their families	Application / Interview

<b>Essential</b>	Suitable both mentally and physically to care for very young children.	Application / Reference
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