**Early Years Practitioner**

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| **Job Title:** | **Early Years Practitioner** |
| **Reports to:** | **Early Years Manager** |
| **Location:** | **Wye Under Fives Preschool** |
| **Pay scale:** | **Dependant on qualifications** |
| **Contract type** | **Permanent** |

**Main Purpose of the job:**

* to ensure the safeguarding and wellbeing of all children is paramount at all times
* to be active in providing stimulating and well-planned experiences within the

Early Years Foundation Stage curriculum

* be active and committed in ensuring that all children attending the setting, receive high quality care, are kept safe and receive stimulating play experiences which meet their individual needs and interests
* to act as a key person for an allocated group of children- ensuring care and planning of experiences meet their individual needs, interest and next steps of development
* build strong relationships with parents ensuring they feel valued and are supported in developing learning at home
* to keep abreast of all local and national changes that affect early years.

**Key Responsibilities:**

* to be alert to issues of safeguarding and child protection, ensuring that the welfare and safety of children attending the setting is promoted and to follow safeguarding procedures as detailed in the settings policy and as directed by the local safeguarding team
* to role model and provide effective play and learning opportunities for children in your care, including setting up and maintaining challenging learning environments across the setting
* use setting observations and information from parents to plan across all areas of learning for the differing needs of children in your key group and to enable their individual potential to be realised
* to keep accurate assessment records of your key children’s levels of development in line with the settings procedures
* work with the SENCO to support children causing concern and lead on the planning and monitoring of your key children’s targeted plans
* be vigilant in maintaining children’s wellbeing, health and safety promoting good practice within the setting and report any concerns to the setting manager
* to build and maintain effective communication and positive relationships with other staff, parents, carers, families and relevant professionals, whilst respecting appropriate confidentiality
* to attend all setting meetings, including regular supervision meetings and annual appraisals with the setting manager. Be active and committed in meeting the setting and personal targets and aspirations
* to be active in identifying and fulfilling your own CPD needs, including a commitment to attending both in house and external training and cascading information with the wider team
* to maintain all information about children, families and the setting in a confidential manner
* to work within the company’s policies and procedures
* to work in accordance with the company’s Equality and Diversity policy
* be professional and ensure the setting’s reputation is maintained and promoted
* to follow the principles of Education for Sustainable Development (ESD) working towards and promoting a setting that is socially inclusive, environmentally responsible and economically conscientious regarding consumption of energy and resources

**Additional Information:**

* it is in the nature of the work 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 that tasks which are not specifically covered in their job description have to be undertaken
* DBS: This post is subject to a criminal record check by the Disclosure and Barring Service. The level required is enhanced
* probationary period: All post within Wye Under Fives are subject to a six month probationary period
* this post is exempt from the Rehabilitation of Offenders Act (1974). Staff must be prepared to disclose any convictions they may have and any orders, which have been made against them. Our organisation is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment

**Date prepared: 12th February 2020**