

January 2018



JOB DESCRIPTION
Early Years Practitioner
£8 PH
13.5 hours PW
Term time plus 2 weeks
5.6 week's holiday pay

JOB PURPOSE:

To work as part of a professional team, focusing on the delivery of quality educational childcare, and a diverse curriculum, within our setting. To reflect and implement Dandelion's ethos and approach at all times. To work with the framework of the Early Years Foundation Stage Curriculum.

KEY AREAS:

- ☼ To work with children and extend the learning and development of children with the setting
- ☼ To comply with all the organisation's policies and procedures, with specific reference to the Safeguarding Policy, and confidentiality, at all times
- ☼ To attend training as required
- ☼ To work as part of the staff team
- ☼ To liaise with line managers
- ☼ To maintain a high level of professionalism at all times

DUTIES AND RESPONSIBILITIES:

For children:

- ☼ To implement plans, adapting these in-line with children's needs and interest
- ☼ To liaise with the Managers, providing a play based curriculum, contributing to the planning and enriching the environment to best meet children's needs and interests
- ☼ To ensure that the security, physical, and emotional welfare, of the children in the Nursery are met
- ☼ To provide high quality adult interaction with children in the Setting and maintain professional dialogue
- ☼ To supervise mealtimes
- ☼ To bring to the attention of the Childcare Manager any child's failure to thrive
- ☼ To reflect on ones own practice and action ones own professional development

As staff:

- ☼ To work positively within the setting, as an individual and team member
- ☼ To contribute to record keeping, observations and key person system
- ☼ To contribute to regular reviews of the children's development with the staff team
- ☼ To attend meetings/out of hours activities/open days etc as required

For Parents as Partners:

- ☼ Encourage parental involvement in the Nursery
- ☼ To respect confidentiality at all times

HEALTH AND SAFETY:

- ☼ To ensure that all waste is disposed of appropriate
- ☼ To contribute to high standards of hygiene and cleanliness in the Setting
- ☼ Inform the Manager of any repairs or maintenance required to the setting
- ☼ To bring to the attention of the Manager any equipment that needs to be replaced

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☀ To ensure you act in the interests of your own safety & the safety of others at all times

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GENERAL:

- ☼ To follow Dandelion's Safe Guarding, Child Protection, Safer Working practice, and Equal Opportunities policies at all times. Taking any concerns regarding a health or/and wellbeing to your line manager or senior management
- ☼ To be aware of the high profile of the Setting and to uphold it's standards at all times
- ☼ As far as possible, to action anything else reasonably requested by the management of the organisation
- ☼ To understand that you may be required to move to other settings

JOB SPECIFICATION:

| Essential | Desirable |
|--|---|
| <p>Skills, aptitude, knowledge and experience</p> <ul style="list-style-type: none"> • Enthusiasm, and a dedication to working with young children • An interest in the care, learning and development of young children • A positive approach to learning and gaining new skills through teamwork and training opportunities offered through the setting • An excellent standard of spoken English • Excellent communication skills | <ul style="list-style-type: none"> * at least two year s pr ov en experience in the relevant sector * a variety of experiences within the education sector/with young children |
| <p>Personal qualities</p> <ul style="list-style-type: none"> • Punctuality • Professionalism • Patience • Reliability • Trustworthiness • creativity • Able to work in small teams • Ability to prioritise tasks • Organisation skills • A commitment to safeguarding children/ confidentiality at all times • A love of working outdoors and a commitment to active, play-based and enquiry-led learning • Flexibility - occasionally working hours might be changed | |
| <p>Qualifications</p> <ul style="list-style-type: none"> • A positive approach to completing relevant short courses and qualifications • level 3 minimum qualification in the relevant area • Some understanding of the importance of Health & Safety, first Aid and Food Hygiene in the workplace • GCSE grade c+ (or equivalent qualification) in English/Maths | <ul style="list-style-type: none"> • Health & Safety certificate • Paediatric First Aid certificate • Safeguarding training • Step-on training • Food hygiene certificate • Forest school/P4C accreditation • Completion of other relevant courses |

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Further opportunities for training and development will be made available to all staff.

Mandatory qualifications will be expected to be undertaken and then updated at relevant periods. This post requires an enhanced DBS check as there may be periods of unsupervised access to children. An Enhanced DBS and satisfactory references would be obtained prior to commencement of employment.