

## Job Description

<b>Job Title:</b> Early Education Practitioner (Apprentice)	<b>Service Area:</b> Early Education & Childcare
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### **EQUALITY AND DIVERSITY**

We are committed to and champion equality and diversity in all aspects of employment with the Early Start Education Ltd. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

### **PROTECTING OUR STAFF AND SERVICES**

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately. Communication of health and safety concerns with management.

### **Core Purpose of Job**

To provide high quality childcare and early education for children at the setting.

### **Job Context**

This post reports to the Senior Early Education Practitioner on a day to day basis and is accountable to the Setting Manager. This post has no supervisory responsibilities.

### **Key Tasks and Accountabilities:**

*Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.*

1. To care for children and actively promote their learning, development, health and well-being, welfare, safety and security.
2. With support of other practitioners to engage, observe, assess, record and monitor children's social and emotional, physical, and intellectual development. Enabling independent learning, self-esteem and self-confidence in order to help children achieve their full potential.
3. To be part of a keyworker system, working with other staff to meet the best interests of the children at the setting. To develop keyworkers skills to plan, record and evaluate each child's developmental needs and plan next steps to stimulate learning and support them to make progress.
4. With support of other practitioners to provide a wide range of indoor and outdoor play, care and educational activities and experiences for children appropriate to their individual age, stage of development, interests and abilities.
5. To work with other staff, parents, carers, the children and others to record programmes of activities, themes and events, which enrich the curriculum offered to children.
6. To display children's work to stimulate learning and exploration and with regard to the general preparation and care of the room.
7. To encourage the autonomy of each child and friendship between children.

8. To supervise and encourage independence at meal time, toileting and packing away.
9. To ensure that all children are clean and well cared for including changing nappies and keeping appropriate information in relation to this.
10. To promote care and consideration between children and to others through positive behaviour management.
11. To encourage the acquisition and development of language and speech by all children.
12. With support of other practitioners to collect, safely store and share information with parents and carers and other staff as appropriate about children's development, learning interests and wishes; to give information to parents/carers, including termly parents open evenings.
13. To promote positive images of children and adults and work in an anti-discriminatory inclusive way.
14. With support of other practitioners to keep such records and write reports as required.
15. To regularly attend staff meetings, supervision and training as required and actively contribute to discuss work and improve practice.
16. To set up, prepare and clear away after meals, activities (indoors or outdoors) and rest periods, this will include moving light furniture and equipment and cleaning/wiping down surfaces, caring for and maintain resources.
17. To prepare snacks and light meals such as breakfast and at tea time and carry out associated tasks in line with standards, policies and procedures. To comply with policies and procedures and best practice guidelines issued.
18. To be aware of child protection and safeguarding and ensure the physical safety and well being of the children.
19. To report all accidents to children or self so they can be logged in the accident book and to administer basic first aid and comfort children for minor injuries; to administer prescribed medicines to children and keep appropriate records with support of other practitioners.
20. With support of other practitioners to report and record any physical or emotional problems or other concerns according to the setting's agreed policies and procedures and in compliance with corporate child protection policies and procedures.
21. To assist in after school clubs, if required.
22. To work professionally and positively with staff and parents.
23. To accept advice and guidance from senior staff.
24. Such other duties, within the competence of the post holder, which may be required reasonably, from time to time.

## Personal Specification

<b>Job Title:</b> Early Education Practitioner (Apprentice)	<b>Service Area:</b> Early Education & Childcare
<b>IMPORTANT INFORMATION FOR APPLICANTS</b>	
<p>The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.</p>	
<b>CRITERIA</b>	
<p><b>KNOWLEDGE</b></p> <ul style="list-style-type: none"> <li>• Knowledge of the needs of under fives</li> <li>• Knowledge and understanding of the issues raised by the Children Acts</li> <li>• Awareness of and commitment to Equal Opportunities and Inclusion</li> </ul>	<p>Application form Application form Application form</p>
<p><b>EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>• Experience of group work with children in a multi- cultural community</li> </ul>	<p>Application form</p>
<p><b>SKILLS AND ABILITIES</b></p> <ul style="list-style-type: none"> <li>• Ability to carry out basic care of children and to keep the settings rooms and equipment clean, tidy and in order whilst remaining responsive to the children and maintaining their well-being as a priority</li> <li>• Ability to reflect on own practice</li> <li>• Ability to prepare reports</li> <li>• Ability to work on own initiative and to know when to seek help, or refer on to others</li> <li>• Ability to undertake a variety of tasks during a working day, to work with children of differing ages, stages and abilities in different situations, alongside other staff, parents/carers, students, trainees and volunteers.</li> <li>• Ability to build relationships with children and to liaise closely with and support parents and carers</li> <li>• Ability to devise interesting and developmental activities for children, to identify unmet needs and possible remedies</li> <li>• Ability to work flexibly including shifts on a rota basis</li> </ul>	<p>Application form/ Interview  Application form/ Interview Application form Application form/Interview  Application form/Interview/Test  Application form and Interview Application form/Interview/Test  Application form and Interview</p>

<ul style="list-style-type: none"> <li>• Ability to work under pressure, prioritise tasks and use own initiative</li> <li>• Fit enough to carry out normal childcare tasks and to lift children and light furniture and equipment</li> </ul>	<p>Application form and Interview</p> <p>OH Assessment</p>
<p><b>PERSONAL STYLE AND BEHAVIOUR</b></p> <ul style="list-style-type: none"> <li>• Ability to communicate effectively with children and adults</li> <li>• Ability to work both as part of a team and independently</li> <li>• Ability to establish good relationships with children, staff and parents / carers</li> </ul>	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>
<p><b>QUALIFICATIONS:</b></p> <p>To work towards achieving:</p> <ul style="list-style-type: none"> <li>• A recognised childcare qualification (Childcare and NVQ Childcare and Education Level 2) within an agreed time period</li> <li>• Paediatric First Aid</li> <li>• Food Hygiene Training</li> </ul>	<p>Application form/Documentation</p>
<p><b>OTHER SPECIAL REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Willingness to work flexible hours</li> <li>• Willingness to take on further training as required / identified</li> <li>• This post is subject to an enhanced DBS check and Childcare Disqualification Disclosure</li> </ul>	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Satisfactory clearance required at conditional offer stage</p>