**JOB DESCRIPTION FOR LEVEL 3 EARLY YEARS PRACTITIONER**

**JOB PURPOSE** To work as a key person and as part of the setting team, under the direction of the Early Years Manager to provide safe, caring, high quality education for children aged 2 to 5.

**Key Responsibilities**

 • To design and deliver play based activities appropriate for children aged 2 – 5 years, in-line with the Early Years Foundation Stage Framework and Birth to Five framework.

• To act as a key person for a given group of children and to ensure that the assessment, monitoring and recording of individual children’s development takes place via statutory and non statutory observations and paperwork.

 • To communicate children’s progress to the Early Years Managers and their parents at regular intervals.

 • To read and be familiar with the setting’s policies and statutory requirements.

• To contribute to the planning for the setting.

• To keep confidential any information which is learned as part of the job, regarding children, their families or other staff members.

• To work as part of the team and support colleagues.

• To create a working environment where children wish to attend and people are keen to work.

**Principal Duties**

• To set-up and clear away equipment and resources used to provide safe, stimulating activities to meet the social, linguistic, creative, physical, imaginative and emotional needs of each child.

• To assist with planning, ensuring all children’s needs are being met. • To ensure that high standards of hygiene and safety are maintained at all times.

 • Establish productive working relationships with children, acting as a role model and setting high expectations.

• Encourage the inclusion and acceptance of all children within the setting.

• Select and prepare resources to take account of the children’s interests, language and cultural backgrounds

• To communicate to the Early Years Managers any concerns regarding the safety or care of any of the children without delay.

 • Liaise with parents/carers, and where appropriate other relevant bodies (such as Health Visitors), to gather appropriate children’s information.

• Monitor, evaluate and adjust individual plans as appropriate as the children reach their next stage in their development.

• Directly contribute to creating a good, happy atmosphere at each session.

• Take time to listen and respond to children and encourage them to develop.

• Provide information and advice to enable the children to make choices about their own behaviour.

• Welcome visitors to the setting and ensure that all health & safety and safeguarding precautions are taken and/or explained.

• To change nappies and attend to children’s personal needs as required.

• Encourage and take part in fundraising activities for the setting.

• To attend staff meetings, appraisals and other work-related arrangements as required.

 • To attend appropriate work-related training.

• Where appropriate, to challenge existing policies and procedures and recommend / contribute to alternatives for the continual improvement of the setting.

• To attend work on time and in uniform, and conduct oneself in a professional and welcoming manner.

• Deliver to and accept feedback from other members of the staff team in accordance with associated procedures.

 **PERSON SPECIFICATION**

**Qualifications:**

 • Minimum of a relevant Level 3 Children & Young People’s Workforce qualification

• Be DBS Checked and pass on-going suitability requirements (Preferred. Job role would be offered once the DBS has been passed for successful candidate)

• Paediatric First Aid certificate (Preferred but not essential upon interview)

• Certificate in Food hygiene or Food Safety in Catering (Preferred but not essential upon interview)

• Level 2 Award in Safeguarding & Protecting Children and Young People (Preferred but not essential upon interview)

• e-Safety on-line training (Preferred but not essential upon interview)

**Skills:**

To enjoy working with children. Ability to communicate and maintain friendly and professional relationships with children, parents and staff. Ability to work on own initiative, work in a team and to cope within a busy setting. Be prepared to seek guidance when necessary. Be committed to the safeguarding of children and willing to promote the welfare of children at all times.