

<b>Job Family:</b>	<b>Delivery – Front Line – Defined by the process</b>	<b>Grade:</b>	<b>4</b>
<b>Job Title:</b>	<b>Early Years Practitioner</b>	<b>Directorate:</b>	People
<b>Date:</b>	<b>6th February 2019</b>	<b>Version:</b>	<b>1:1</b>

#### **Role Profile - Details Specific to Job Family**

These roles would be regarded as “front line” service delivery roles. Here, role holders are directly accountable for performance, often through the direct control of significant resources or through managed contracts. These roles may also deliver some of their results through collaborative working with co-producers or other third party agencies.

At the lower levels, operational managers may oversee a department or team and at the lowest levels, direct contact with service users will be a common feature of roles in this job family. At the higher levels, they may be in charge of a department, large operational area or the management of significant contracts and may be ultimately accountable for ensuring compliance with statutory obligations.

#### **Role Profile - Details Specific to Grade**

Carries out a broad range of straightforward tasks e.g. catering, administration, cleaning, and ground maintenance. Will typically be operating simple equipment/IT. Finds, checks and passes on basic information as required. Receives and responds to everyday enquiries from customers, escalating when necessary. Job holders will be expected to plan and prioritise their own tasks on a daily basis.

Roles focused on the delivery of tasks for external service or internal support

#### **Brief Description of job role and department**

- To support the management team in the provision of high quality and inclusive early and childcare services which meets the individual play, learning, care, health and social and emotional developmental needs of all children attending the pre-school in partnership with their parents/carers.
- To embed best practice in the pre-school and to create a welcoming and family-friendly environment, working as part of a multi disciplinary team.
- To implement and adhere to essential policies and procedures – both at LBS and setting level whilst having an informed understanding of statutory requirements and best practice for early years settings.
- To have the knowledge and understanding of safeguarding, the children’s act, EYFS and any other relevant legislation. To ensure all children are kept protected and safe through the use of recognised child protection guidelines and that children are referred to other agencies as required.
- Keep up to date with changes in policy/legislation/contractual requirements in order to ensure service delivery is effective and complies with appropriate regulations.
- To accept and contribute to, supervision, annual appraisal and training and contribute to the development of effective teamwork establishing good communication systems, including team training and regular team meetings.
- To maintain high standards of accuracy and confidentiality in record keeping.

<b>Representative accountabilities</b>
<ul style="list-style-type: none"> <li>• Check and validate records using a range of databases and systems to ensure accuracy of customer and service management information.</li> <li>• Provide information to customers on the availability of or use of Council services in accordance with Council procedures.</li> <li>• Operate equipment/materials/vehicles that may require some specialist training in order to deliver tasks.</li> </ul>
<b>Budgetary accountabilities</b>
<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>Specific accountabilities</b>
<ul style="list-style-type: none"> <li>• To support the provision of a comfortable, safe, stimulating and aesthetically pleasing environment which provides consideration of families ethnic, cultural and linguistic backgrounds and consideration for children's gender and special needs. This includes displaying the children's work and photos etc to draw attention to their achievements.</li> <li>• To lead on a range of play and learning activities to ensure the delivery of learning objectives in accordance with the Early Years Foundation Stage curriculum.</li> <li>• To support the delivery of all pre-school activities and opportunities, which extend learning, appropriate to the child's individual needs (this will include off site trips) and to keep all equipment and resources in an organised, hygienic and safe way.</li> <li>• To carry out the full range of duties which include preparing and offering snack time, home visits and delivery of the EYFS.</li> <li>• To ensure that the pre-school environment, inside and outside, is kept safe, tidy and stimulating at all times and that resources are cared for appropriately and damages are immediately reported to the Lead Practitioner.</li> <li>• To act as a key worker: Observing, assessing and recording each child's progress in line with the EYFS. Planning and evaluating daily, weekly and termly to meet the children's needs and interests as well as the curriculum requirements.</li> <li>• Drawing on expertise of colleagues within the pre school and outside agencies to devise plans for individual children, working in partnership with parents.</li> <li>• To be responsive to the needs of the service and be flexible to work at any of the 4 pre-schools, should the need arise.</li> </ul>
<b>Person specification (knowledge, skills, experience and behaviours required in the role)</b>
<ul style="list-style-type: none"> <li>• Must have experience of working in a childcare setting delivering provision for children aged 0-5 years.</li> <li>• Knowledge, understanding and practical experience of an early years setting for young children.</li> <li>• Knowledge and practical understanding of child development and parenting</li> <li>• Knowledge and understanding of legislation and regulations relating to pre-school provision for young children and the inspections process for approval of early years settings</li> <li>• Able to work independently and to manage own time efficiently</li> <li>• Ability to work as part of a team</li> </ul>

- Warm and caring personality – friendly and approachable to families
- Able to manage and keep up to date, child records, tracking progress and evaluating outcomes
- Ability to communicate effectively with staff, parents and children, at all levels.
- Commitment to equal opportunities for all children and families
- Motivated to develop and maintain high quality provision and practice.
- Able to accommodate the flexible working patterns that may be required e.g. moving staff from site to site at short notice.

- To act in accordance with all relevant policies and procedures including safeguarding, first aid, health and safety and equality and diversity.
- To carry out duties and responsibilities in accordance with the Council's Core Values and Equality and Diversity Policy
- The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties which may be required from time to time. Any such duties should not, however, substantially change the general character of the post.