

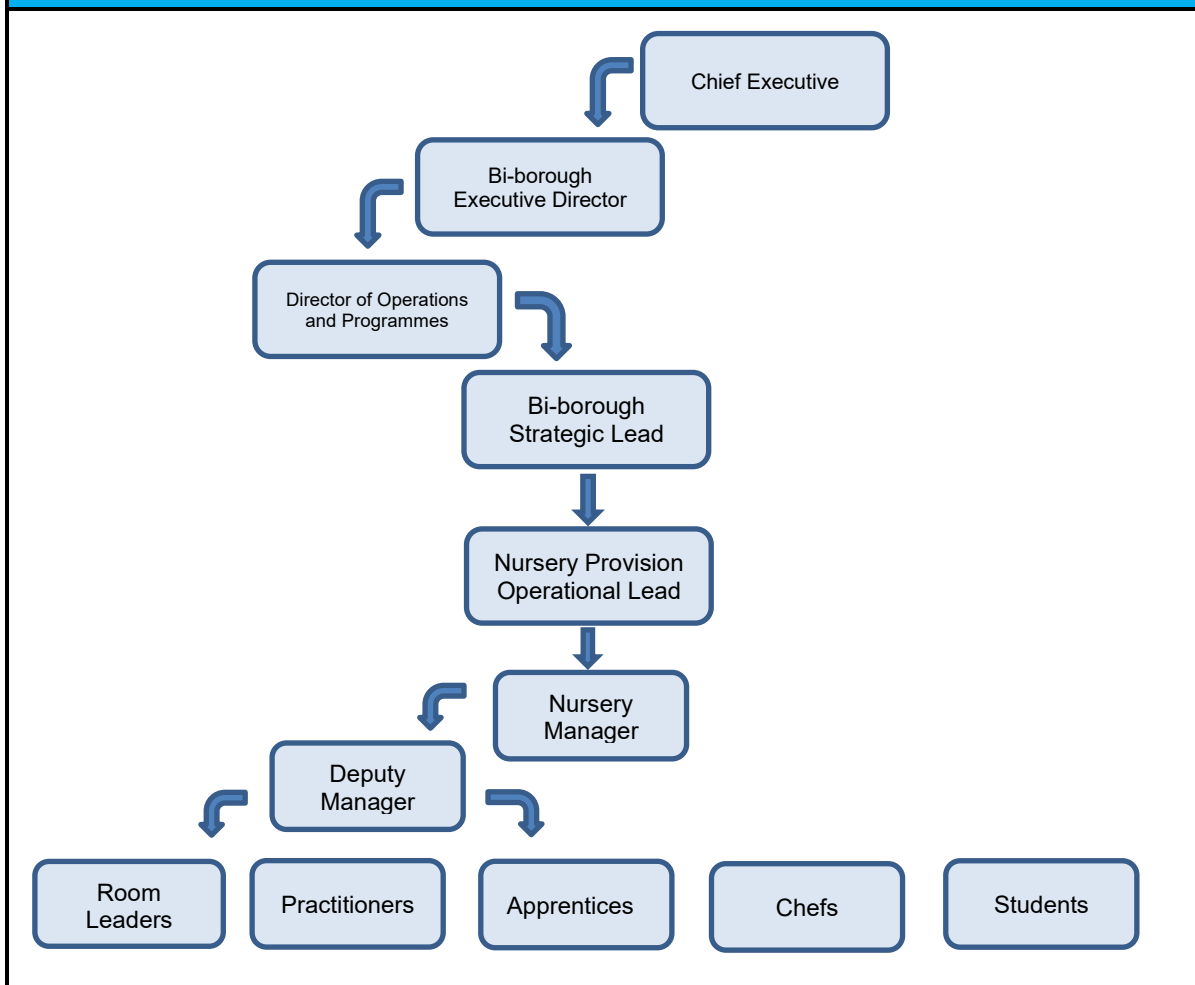
## JOB DESCRIPTION

<b>Job Title</b>	Early Years Practitioner
<b>Department</b>	Children's Services, Operations and Programmes
<b>Section or Service</b>	Childcare and Early Education Service
<b>Grade</b>	C

### DESIGNATION:

<b>Responsible to:</b>	Nursery Manager
<b>Employees directly supervised (if applicable):</b>	This role does not directly supervise other employees, however, supervisory responsibility may be given for temporarily assigned students or work placements.

### Family Tree



## **1. JOB PURPOSE:**

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To support the manager to deliver the highest quality of care and education to all children. To offer children a safe, secure, caring and supportive environment, providing opportunities to foster their growth and development within the nursery. that they are kept safe at all times and that individual needs of children are met in accordance with the Early years foundation stage, statutory requirements and Council policies.

## **2. DESCRIPTION OF DUTIES:**

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- To work within the early years team, supporting the planning and implementation of activities with individual or groups of children; promoting effective teaching and learning.
- To be provide a purposeful, stimulating environment rich in learning opportunities, both indoors and outdoors and that the curriculum enables all children to participate, enjoy and achieve in a rich play environment, which fosters their physical, social, emotional and intellectual development.
- To support the nursery's commitment to safeguarding children in line with nursery and council policies
- To act as a key person to a small group of children, liaising closely with parents/careers and ensuring each child's needs are met.
- To promote the inclusion of all children ensuring that resources and equipment are available and appropriate to meet the needs of the individual child. These activities will take into account children's abilities interests, language and cultural backgrounds.
- To use professional knowledge of the individual and diverse ways that children learn and develop, to meet their differing needs. To establish positive and sensitive relationships with children. To act as a role model and set achievable expectations.
- To provide support for the children's emotional and social needs by implementing the principles of the nursery Promoting Positive Behaviour Policy and role modelling high standards in all aspects of their role and personal conduct.
- To be responsible for the planning, development and delivery of the Early Years Foundation Stage in order to meet all learning interests and needs of children, extending them where necessary. To contribute to the review and further development of the Early Years Foundation Stage in the nursery.
- To develop positive, sensitive and strong parent partnerships and share children's achievements, progress and feedback is shared with parents on a day to day basis or through parent meetings

- To be proactive in the continuation of your own learning to improve the outcomes for children and their families.
- To meet the physical needs of children, encouraging good standards of personal hygiene, whilst promoting independence.
- To have a clear knowledge of and adhere to all Health and Safety Regulations including policies and procedures relating to first aid.
- To attend meetings as required and participate in training opportunities and performance development.
- To comply with the nursery current policies and procedures and standards set out by OFSTED and the Statutory Framework

## **SELECTION CRITERIA/PERSON SPECIFICATION**

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<b>Job Title:</b>	Early Years Practitioner
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### **Conditions to Note:**

### **Candidates:**

When completing your application form, please address your answers directly to each of the selection criteria below. This enables the panel to assess your ability to meet each criterion. It is essential that you give at least one example of your ability to meet each of the four Values and Behaviours: Putting Communities First, Respect, Integrity and Working Together.

### **Recruiting Managers:**

The following values and behaviours are essential criteria in each post and must be addressed directly by candidates. The Guidance Notes on values and behaviours for managers give example questions to probe candidates in the interview and application stages of the recruitment process.

### **Values & Behaviours**

The Royal Borough of Kensington and Chelsea has identified four key behaviours and values that should be demonstrated by all council employees. Successful candidates will show the ability to meet these behaviours.

<b>A</b>	<p><b>Equal Opportunities</b> Demonstrate an understanding of and commitment to Council policies in relation to Equal Opportunity, Customer Care and service delivery, and the ability to implement these policies in the workplace.</p>
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<p><b>B</b></p>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>The post holder must hold a minimum level 3 Childcare Qualification or above. The applicant should be able to demonstrate recent training and experience working with children aged 0-5.</li> </ul> <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>Recent experience of working with young children and families.</li> <li>Experience of planning, observing and using assessment tools to support children’s development and meet individual needs.</li> <li>Experience of supporting vulnerable families, identifying support and working in partnership to meet children’s needs, including those with SEN</li> </ul>
<p><b>C</b></p>	<p><b>Skills; Experience and Attitude</b></p> <ul style="list-style-type: none"> <li>Can-do attitude and ability to work cooperatively as part of a team.</li> <li>Excellent communication skills and the ability to communicate with people in a form and manner that is consistent with their level of understanding, culture, background and preferred ways of communicating.</li> <li>Flexibility, initiative and the ability to vary and change according to children’s needs.</li> <li>Have the highest expectations for all children</li> <li>Ability to maintain the health, safety and security of everyone</li> </ul> <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>A thorough knowledge and understanding of the EYFS, Ofsted standards and relevant current legislation.</li> <li>A confident understanding of the developmental needs of young children, particularly of the two-year-old age group and vulnerable groups.</li> <li>A commitment to inclusive and non-discriminatory working practice with children, families, colleagues and the community.</li> </ul>

<b>Our Values &amp; Behaviours</b>
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<p>D</p>	<div data-bbox="245 232 852 309" data-label="Section-Header"> <p><b>PUTTING COMMUNITIES FIRST</b></p> </div> <ul data-bbox="290 338 1193 434" data-label="List-Group" style="list-style-type: none"> <li>• We put local people at the heart of decision making in everything we do.</li> <li>• We seek to include and involve: all voices matter.</li> <li>• We provide quality services that are responsive, effective and efficient.</li> </ul> <p data-bbox="245 465 852 488">The following examples are indicators of effective behaviour:</p> <ul data-bbox="290 519 1091 602" data-label="List-Group" style="list-style-type: none"> <li>• I actively involve and include the communities that I serve in my work.</li> <li>• I shall reflect the views of the communities in my daily work.</li> <li>• I shall improve the service I provide through seeking feedback from others.</li> </ul> <p data-bbox="245 629 512 651">Our residents will feel that:</p> <ul data-bbox="290 683 970 766" data-label="List-Group" style="list-style-type: none"> <li>• I have been included</li> <li>• I can see how my views have been taken into account</li> <li>• I can see improvements and developments based on my input</li> </ul>
<p>E</p>	<div data-bbox="252 828 826 913" data-label="Section-Header"> <p><b>RESPECT</b></p> </div> <ul data-bbox="290 929 1461 1050" data-label="List-Group" style="list-style-type: none"> <li>• We listen to everyone and value the personal experiences of people in our communities and of each other.</li> <li>• We adopt a fair, and involving approach regardless of any way in which an individual is different to us.</li> </ul> <p data-bbox="258 1084 866 1106">The following examples are indicators of effective behaviour:</p> <ul data-bbox="290 1137 1437 1220" data-label="List-Group" style="list-style-type: none"> <li>• I adapt my approach to take account of all differences and cultures in the community and with colleagues.</li> <li>• I ensure I am equitable and fair by including those who are quiet or may not be able to represent themselves.</li> <li>• I communicate in a way that is respectful, encourages involvement and meets people's needs.</li> </ul> <p data-bbox="245 1245 512 1267">Our residents will feel that:</p> <ul data-bbox="290 1299 823 1382" data-label="List-Group" style="list-style-type: none"> <li>• I feel my culture and background are respected.</li> <li>• I have confidence that action is being taken.</li> <li>• I feel I am being treated fairly.</li> </ul>
<p>F</p>	<div data-bbox="258 1433 833 1514" data-label="Section-Header"> <p><b>INTEGRITY</b></p> </div> <ul data-bbox="290 1529 1434 1621" data-label="List-Group" style="list-style-type: none"> <li>• We act with openness, honesty, compassion, responsibility and humility.</li> <li>• We let people know what we are doing and communicate why and how decisions have been made.</li> </ul> <p data-bbox="245 1650 852 1673">The following examples are indicators of effective behaviour:</p> <ul data-bbox="290 1704 1331 1787" data-label="List-Group" style="list-style-type: none"> <li>• I demonstrate empathy in my interactions with others.</li> <li>• I am honest and transparent about the decisions I take.</li> <li>• I follow through on the actions I say I will take and take ownership for communicating the outcome.</li> </ul> <p data-bbox="245 1814 512 1836">Our residents will feel that:</p> <ul data-bbox="290 1839 1179 1921" data-label="List-Group" style="list-style-type: none"> <li>• I am told when something is not possible and the reasons why are explained to me.</li> <li>• I feel my perspective is listened to and understood.</li> <li>• I feel my views are valued</li> </ul>

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### WORKING TOGETHER

- We work together and in partnership with everyone that has an impact on the lives of our residents.
- We want to understand, learn from each other and continually adapt.

The following examples are indicators of effective behaviour:

- I work with others to provide an effective service for residents, local communities and other departments within the Council.
- I seek ways to work with other departments to deliver a seamless service and find opportunities to improve.
- I seek out opportunities to learn from my colleagues and build on good practice.

Our residents will feel that:

- I can get my issue resolved without being passed around departments.
- I find it easy to access the services that I need.
- I feel the Council is open to new ideas.