



HONEYCROFT JOB DESCRIPTION

JOB TITLE	Early Years 121 Support Practitioner
PLACE OF WORK	St. Barnabas Hall, Sackville Road, Hove
CONTRACT	Fixed term, until the end of the Academic year
DAYS OF WORK	based on child's hours - Part time and full time hours available to fit life balance
RATE OF PAY	£9.16-£9.66 depending on experience
LINE MANAGER	SENCO

AIM OF POSITION

- To work as part of a team of staff in the delivery of exceptional play and care in the nursery, creating a safe and stimulating learning environment.

ALL STAFF

1. To be committed to the aims and objectives, vision and values of Honeycroft.
2. To be familiar with and committed to the implementation of Honeycroft's Equal Opportunities and Child Protection policy and all other policies, ensuring all procedures are reinforced and correctly adhered to.
3. To ensure confidentiality and discretion is maintained at all times.
4. To encourage and promote wider family engagement at Honeycroft.
5. To act in a professional manner and always be a positive role model when representing Honeycroft.
6. To support the centre's communication & marketing strategy and fundraising strategy.
7. To contribute to the development of the staff team by taking part in training, and offering ongoing support and or mentoring as appropriate.
8. To attend meetings, training and planning sessions with other team members as reasonably required.

SPECIFIC TO ROLE

To work as part of a team to deliver exceptional childcare in accordance with the Early Years Statutory Guidance and other legislations by supporting the individual needs of child / ren with Special Educational Needs

- a) Working as part of a team of volunteers, workers and students to provide consistent care and emotional support to identified child / ren.
- b) Developing own knowledge of a range of specific needs (e.g. Physical, developmental and emotional) and working towards the participation of identified child / ren.



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- c) Ensuring the general health, safety and welfare of all children attending each session, whilst overseeing the personal care and development of identified child / ren.
- d) Being responsible as a Key worker and 121 Practitioner to carry out regular observations and agreed methods of tracking and monitoring to support the development of the identified child / ren, ensuring all data is collated and up to date.
- e) Contributing to the planning and delivery of core activities as outlined by other support agencies working with identified child / ren.
- f) Keeping all necessary paper work in order and report any concerns relating to all children, staff, parents regarding safeguarding and / or complaints to the Services Manager.
- g) Maintaining the cleanliness and tidiness of equipment and ensuring any areas of responsibility are well maintained and left in an orderly state.
- h) Contributing towards the induction and mentoring of new workers and volunteers supporting their development and training needs.
- i) Liaising with the SENCO on a regular basis to provide updates on pre-agreed targets and objectives in accordance with any programmes implemented by the centre and other support agencies.

AND FINALLY...

1. To undertake any such training and duties associated with this post for the effective running of the centre.