



HONEYCROFT JOB DESCRIPTION

JOB TITLE	Early Years Practitioner
PLACE OF WORK	St. Barnabas Hall, Sackville Road, Hove
CONTRACT	Permanent
DAYS OF WORK	Part time and fulltime hours available approx. 16 to 32 hrs per week all year round
RATE OF PAY	Starting at £9.50 - £10.00
LINE MANAGER	Learning Lead

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

9.To work as part of a team to deliver exceptional childcare in accordance with the Early Years Statutory Guidance and other legislations by;

- a) Working as part of a team of volunteers, workers and students to provide consistent care and emotional support to each child.
- b) Being responsible as a Key worker and carrying out regular observations and agreed methods of tracking and monitoring to support the development of each child attending the setting, ensuring all data is collated and up to date.
- c) Contributing to the planning and delivery of the day and themed activities.



HONEYCROFT JOB DESCRIPTION

- d) Developing own knowledge of a range of specific needs of individual children (e.g. Physical, developmental and emotional) and working towards the participation of each child.
- e) Ensuring the general health, safety and welfare of the children attending each session including their personal care.
- f) Maintaining the cleanliness and tidiness of equipment and ensuring any areas of responsibility are well maintained and left in an orderly state.
- g) Contributing towards the induction and mentoring of new team members and volunteers supporting their development and training needs.
- h) Keeping all necessary paper work in order and report any concerns relating to children, staff, parents regarding safeguarding and / or complaints to the Services Manager.
- i) Liaising with the Services Manager on a regular basis to provide updates on pre-agreed targets and objectives

AND FINALLY...

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



HONEYCROFT JOB DESCRIPTION

PERSON SPECIFICATION

Essential

1. Appropriate and relevant qualifications to carry out the job description, (NNEB, NVQ 3 in childcare and education, or similar) minimum requirement level 2.
2. Enhanced DBS to be completed and paid for by Honeycroft and two relevant reference checks obtained before start date.
3. The ability to contribute towards the delivery of a high quality, inclusive service in line with the Early Years Foundation Stage.
4. An understanding of children's development, their needs and the provision of positive play.
5. The ability to understand and implement all Centre policies and procedures.
6. The ability to work on own initiative and as part of a team with other staff members.
7. The ability to communicate effectively, especially in the role of Keyworker relating to parents / carers and build a relationship of trust with them and their child / ren.
8. To possess a good standard of literacy and the ability to keep accurate records up to date and contribute to report writing as appropriate.
9. The ability and willingness to attend staff meetings, training courses and open events as appropriate.

Desirable

- A working knowledge of Tapestry
- Current safeguarding training.
- Current First Aid certificate.
- A food and hygiene certificate.
- Experience of supporting child/ren on the autistic spectrum.
- Able to speak another / other languages.
- Additional skills in either art, music, storytelling, dance, yoga or sport.