



## HONEYCROFT JOB DESCRIPTION & PERSON SPECIFICATION

### Early Years 121 Support Practitioner

part time & full-time hours available to fit work / life balance

From £8.24 to £10.92 per hour dependent on age, experience and qualifications

**Closing date:** 17/07/23 for September start date

**Interview date:** week of 24/07/23

**Required qualification level:** minimum level 2 in childcare

#### AIM OF POSITION

To work as part of a team to deliver exceptional play and care in the nursery, creating a safe and stimulating learning environment for allocated 121 child/ren.

#### 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, Safeguarding and all other policies, ensuring all procedures are reinforced and correctly adhered to.
3. To act in a professional manner and always be a positive role model when representing Honeycroft.
4. To support the centre's communication & marketing strategy and fundraising strategy.
5. To ensure confidentiality and discretion is maintained.
6. To encourage and promote wider family engagement at Honeycroft.
7. To contribute to the development of the team by taking part in training and offering ongoing support and or mentoring as appropriate.
8. To attend meetings, training and planning sessions 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, paid workers, and students to provide consistent care and emotional support to allocated 121 child/ren.
  - b. Being responsible as a 121 worker and carrying out carrying out regular observations and agreed support plans to enable the development of 121 child/ren.
  - c. Contributing to the planning and delivery of the inclusion of 121 child/ren.
  - 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 121 child/ren 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.



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- g. Contributing towards the induction and mentoring of new team members and volunteers supporting their development and training needs.
- h. Keeping all necessary paperwork up to date and in order.
- i. Reporting any concerns relating to children, staff, parents regarding safeguarding and / or complaints to the Services Manager.
- j. Liaising with the line 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.

### PERSON SPECIFICATION

#### Essential

1. Appropriate and relevant qualifications to carry out the job description, (NNEB, NVQ 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 121 worker 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) A working knowledge of Tapestry
- b) Current safeguarding training.
- c) Current First Aid certificate.
- d) A food and hygiene certificate.
- e) Experience of supporting child/ren with additional needs.
- f) Able to speak another / other languages.
- g) Additional skills in either art, music, storytelling, dance, yoga, or sport.