



# GRIMSBY INSTITUTE GROUP

## JOB DESCRIPTION

**Job Title:** Early Years Practitioner (Level 3)

**Responsible to:** Senior Early Years Practitioner.

**Responsible for:** No staff responsibility, but key worker for children

### 1. Job Purpose:

- 1.1 To support children to reach their own individual potential and to ensure all children in their care are in a happy safe and stimulating environment.
- 1.2 Ensure high quality implementation of early year's provision within the statutory framework of EYFS and other legislative guidance and policies.
- 1.3 To maintain a safe, secure and caring environment.
- 1.4 To act as a key person for a nominated group of children.
- 1.5 To be responsible for planning, observing, evaluating, assessment and record keeping in accordance with the EYFS.

### 2. Key Responsibilities

- 2.1 Ensuring the compliance of all legislation relevant to early years within their unit.
- 2.2 Ensure you maintain accurate and up to date records that fulfill all legal requirements as laid out in the EYFS.
- 2.3 To be a Key Person or 'Significant Other' to a group of children and to embrace the key person culture and responsibilities.
- 2.4 To uphold good practice with regards to health and safety within the unit.
- 2.5 To develop and enhance your own Continuous Professional Development in the elements as agreed by the management.
- 2.6 To ensure that all safeguarding matters are documented, cascaded and communicated as per policy with the nominated safeguarding persons.
- 2.7 Ensure you comply and work within standards, policies and procedures.
- 2.8 To be a positive role model to other staff and children and deliver good practice.
- 2.9 To communicate and work in partnership with parent/carers and outside agencies.

### **3. Specific Duties**

- 3.1 To offer each day a wide variety of stimulating activities to support the learning and development of the children as laid out in the EYFS
- 3.2 Ensure the curriculum planning, observation and assessments of children within the unit are completed, as per guidance and are of a high quality and show ongoing development for the individual child.
- 3.3 To be proactive in identifying areas of developmental concern, for which a child may need additional support. To ensure the planning and delivery of activities to meet the needs of these individual children through their Individual Educational Plans.
- 3.4 Assist in the children's physical, social, intellectual, emotional and language development.
- 3.5 To encourage the children and staff within the nursery to show positive behaviour and to put into place appropriate systems to challenge unacceptable behaviour.
- 3.6 To work alongside the Senior Practitioner to ensure that positive team working and consistent standards are being implemented.
- 3.7 To be an effective key person to those children assigned to you by meeting their needs, ensuring high quality planning and assessment.
- 3.8 To ensure that clean and hygienic standards are maintained at all times this includes daily cleaning rota, nappy changing and other nursery/stroke housekeeping duties.
- 3.9 To keep parent/carers updated with regards to their child's progress, health and well being on a regular basis using learning journeys, open events, verbal and written communication.
- 3.10 To attend staff meetings, room meetings, open events and other relevant meetings as identified by the management team or Grimsby Institute Group as part of personal development and professional updating.

### **4. Budget Responsibility**

The post holder is not a budget holder under the Institute Group's accounting systems. However the post holder will be required to observe and comply with the financial regulations of the Institute Group at all times.

### **5. Continuing Professional Development**

- 5.1 The post holder will proactively take part in the Institute Supervision and Appraisal process.
- 5.2 The post holder will be expected to attend training and continuous professional development events and be responsible for their own professional updating.

### **6. Health and Safety**

- 6.1 The post holder will be required:

- To take reasonable care to safeguard their own safety and that of others with whom they work;
- To cooperate with designated officers named by the Governors and/or the Principal and any other designated Institute Group manager to enable the Institute to comply with its obligations under Health and Safety legislation.
- Not to interfere with or to misuse anything provided in the interests of health and safety or welfare.
- To report immediately any defects in plant, equipment or the working environment

**7. Equality and Diversity**

The Institute is committed to the provision of equal opportunities and strives to ensure that unfair discrimination does not occur. All employees have a duty to ensure unfair discrimination does not occur and to support the implementation of the Institute Group’s Equal Opportunities policy and Procedures as appropriate.

**8. Safeguarding Children and Vulnerable Adults**

The Institute Group recognises that it has a statutory and moral duty towards safeguarding the welfare of children, young people and, if appropriate, vulnerable adults who participate in any Institute group activities and expects all staff to share this commitment.

**9 Values**

The Institute Group values are an essential part of the Institute Group achieving its core purpose and it is an expectation that these are adopted in daily working.

- Our learners and customers are paramount.
- Strive to provide excellence in all we do.
- Working together, with mutual respect and support.
- Acting with integrity at all times.

**10. Institute Group Policies and Procedures**

All staff are required to comply with both the Nursery’s and the Institute Group Policies and Procedures and the Staff Code of Conduct which can be accessed via the Institute Group Virtual Learning Environment.

**NOTE:**

The job description is current as at the date of the appointment. In discussion with your line manager your post description may be varied to reflect or anticipate changes in or to the post and you may be required to undertake other duties commensurate with the grade of your post.

Signed: (Employee) .....

Signed: (Director of Human Resources) .....

Signed: (Principal and Chief Executive) .....

Date:.....

Date:.....

Date:.....

**Early Years Practitioner (Level 3) – Employee Specification**

		<b>E</b>	<b>D</b>	<b>How?</b>
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• Level 3 qualification in Early Years.</li> <li>• Evidence of continuous professional development.</li> <li>• Pediatric first aid.</li> <li>• Food hygiene certificate.</li> <li>• Safeguarding level 1 or must be willing to work towards.</li> <li>• Health and safety certificate or be willing to work towards.</li> <li>• Literacy &amp; Numeracy level 2</li> </ul>	<p>E</p>    <p>E</p> <p>E</p> <p>E</p>	  <p>D</p> <p>D</p> <p>D</p>	<p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p>
<b>Specialist Knowledge</b>	<ul style="list-style-type: none"> <li>• A sound working knowledge of the EYFS.</li> <li>• Competence in planning, evaluating, observing and record keeping.</li> <li>• To be able to recognise and act upon concerns of children needing additional support.</li> <li>• Knowledge and understanding of theories and principles relating to child development</li> </ul>	<p>E</p> <p>E</p>  <p>E</p>	  <p>D</p>	<p>TO</p> <p>ITO</p> <p>I</p> <p>AI</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with children aged birth to five in a child care environment.</li> <li>• A demonstrable commitment to safeguarding and promoting the welfare of children.</li> <li>• Experience of working with internal teams and external partners.</li> </ul>	<p>E</p> <p>E</p>	  <p>D</p>	<p>AI</p> <p>AI</p> <p>AI</p>
<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• Can use own initiative</li> <li>• Can work independently and take responsibility.</li> <li>• Ability to role model positive behaviour.</li> <li>• Commitment to working with children providing a safe, happy, positive and stimulating learning environment.</li> <li>• Ability to relate to and communicate with outside agencies, staff, children, parents and families both verbally and written.</li> <li>• To be flexible with regards to working hours.</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	    	<p>I</p> <p>AI</p> <p>AI</p> <p>AI</p> <p>AI</p> <p>I</p> <p>I</p>

<b>Other</b>	<ul style="list-style-type: none"> <li>Enhanced CRB check carried out on appointment.</li> </ul>	E		I

E= Essential    D = Desirable    A= Application    O= Observation    I= Interview    T= Task