**Job Description**

**Early Years Practitioner – Level 3**

**Salary:** £24,419 full time

**Working Hours:** 40 hours per week full time

**Holiday Entitlement:** 28 days (inclusive of bank holidays) pro rata

**Summary of Role**

To provide the highest quality teaching and care to children by providing stimulating opportunities for them to learn through play and develop holistically. By following and adapting educational programmes and monitoring children’s progress you will support children to take the next steps in moving their learning forward. Ensuring the safety of all children at all times will be the highest priority.

**Duties & Responsibilities**

* Ensure a high standard of physical, social, emotional and intellectual care for children and promote excellent communication and language
* Support the implementation of the curriculum and educational programmes in line with the requirements of the Early Years Foundation Stage (EYFS)
* Ensure learning journals and equivalent systems are kept up to date through effective observation, assessment and tracking of progress
* Ensure all daily routines are followed
* Act as the key person for allocated children
* Work closely with parents/carers of children to ensure support and full integration in the setting, making all parents and visitors feel welcome by acting in a professional and approachable manner
* Use effective behaviour management practice, supporting parents with appropriate strategies
* Ensure all children are collected by those with Parental Responsibility or those others who possess the agreed password.
* Accept responsibility for the safety of children in your care at all times and ensure strict adherence to all safeguarding, child protection, equality and inclusion policies/procedures following best practice at all times
* Ensure all accident and health & safety procedures are followed
* Ensure the security of any confidential information, always following child protection policy/procedures if relevant
* Undertake continuous professional development through training and by attending meetings (including those occurring out of hours)
* Operate flexibility being prepared to help where needed, including undertaking certain domestic jobs and cleaning of toys and equipment.
* Undertake other duties and responsibilities as required

**Person Specification**

**Essential**

* A relevant level 3+ qualification
* Confident and approachable
* A good understanding of the principles of confidentiality
* Experience of leading a team and of working as part of a team
* A good understanding of safeguarding children and health and safety requirements
* A good understanding of the EYFS and guidance
* A good understanding of child development
* Knowledge of how to provide a safe, stimulating caring environment
* Good communication skills
* Positive approach to customer service
* Punctual and reliable
* Willingness to accept direction and a desire to learn
* Minimum of grade C at GCSE (Level 2) or equivalent in English and Maths

**Desirable**

* Current clean driving licence with transport
* Good IT skills

***Children and Families Ltd is committed to safeguarding and promoting the welfare of children and vulnerable adults.*** *All applicants will be thoroughly vetted for their suitability to work with these groups. Applicants for posts that are exempt from the Rehabilitation of Offenders Act will be asked to undertake a Disclosure and Barring Service (DBS) check. Any offer of employment and continued employment will be contingent upon satisfactory vetting results and checks made prior to and during employment where required.*