

## **Twyford Playgroup Early Years Practitioner Job Description**

Job Title : Early Years Practitioner

All applicants must have NVQ 3 or above in childcare and early years development

Responsible to : Playgroup Manager/ Setting Supervisor /Deputy

Main responsibilities:

To deliver high standard of learning, development and care for children aged 2 years 6 months to 5. To ensure that the playgroup is a safe environment for children, staff and others. To develop partnerships with parents/carers to increase involvement in their child's development. To work as part of the playgroup team under the direction of the Playgroup Manager/Setting Supervisor/Deputy and be responsible for any tasks delegated by the Senior Early Years Practitioner. To provide safe, high quality education and care for young children . To help and ensure that every child's care is tailored to meet their individual needs. To maintain a stimulating and enjoyable environment..

### **Main duties**

- To provide a safe, caring, stimulating educational environment, both indoors and outdoors at all times
- To deliver an appropriate Early Years Foundation Stage (EYFS) curriculum that ensures that every child's care is tailored to meet their individual needs, and enables them to make individual progress.
- To help ensure that the Playgroup meets Ofsted requirements at all times.
- To have a good knowledge and understanding working to the Playgroup's policies and procedures, including how to deal with child protection issues, and how to respond to incidents, accidents, complaints and emergencies.
- To advise the Manager, Setting Supervisor, Deputy of any concerns e.g. over children, safeguarding, parents/carers, staff, or safety of equipment, preserving confidentiality at all times as necessary.
- To assist with the planning of the curriculum, planning activities which ensure each child is working towards the Early Learning Outcomes.
- To ensure records are properly maintained, e.g. accident and incident book, have an understanding of daily registration, and risk assessments.
- To help prepare and set up the inside and outside areas for the daily program, and to help clean throughout the session, tidy, and pack away at the end of the session, ensuring that all the toys and equipment are clean and safe at all times.
- To liaise closely with parents/carers, informing them about the Playgroup and its curriculum, exchanging information about children's progress and encouraging parents' involvement.

- To be aware of any special educational needs, to be familiar with relevant play and individual learning plans.
- To be aware of any special dietary needs, and provide the correct snack/drink accordingly. Be aware of contents of children's lunch boxes.
- To attend Staff Meetings
- To attend in service training courses and meetings as required
- To keep completely confidential any information regarding the children, their families or other staff which is acquired as part of the job.
- To keep up to date with current good practice.
- To undertake any other reasonable duties as directed by the Playgroup Management team, in accordance with the Playgroup Business Plan/objectives.

**NB: This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.**

### **Person specification**

#### Essential Criteria

1. A commitment to working with children outdoors.
2. NVQ Level 3 or above or equivalent.
3. Mathematics and English Language grade C or above, or equivalent functional skills tests.
4. A satisfactory Enhanced DBS check certificate which confirms suitability to work with children.
5. Previous experience of working with young children.
6. Commitment to diversity and equal opportunities and a good knowledge of the Fundamental British Values.
7. Health clearance for the role.

#### Preferred Criteria

1. Friendly Flexible approach
2. Ability to work as part of a team and on own initiative.