

# Childcare Practitioner

## JOB DESCRIPTION AND PERSON SPECIFICATION FORM

<b>Job description</b>	
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
<b>Summary of the role:</b>	Providing a high standard of care and education for the children at all times by delivering the Early Years Foundation Stage Curriculum to small and large groups of children, as well as their own group of key children.
<b>Line management responsibility for</b>	None
<b>Main duties and responsibilities:</b>	<ul style="list-style-type: none"> <li>• Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.</li> <li>• Attending weekly planning meetings with the Manager, Deputy Manager and other practitioners.</li> <li>• Completing key person time each week to have time with their key children to extend and focus their learning.</li> <li>• Providing written reports twice per year on each of their key children's progress and next steps.</li> <li>• Reporting to parents at an annual Consultation morning regarding their child's development and next steps and attending an annual Curriculum evening and discussing with parents the Nursery's routines and curriculum.</li> <li>• Creating a fun and stimulating environment for the children, setting up for the planned activities and tidying away at the end of the session</li> <li>• Supervising children throughout all activities, interacting and encouraging their learning, supporting them at meal times and encouraging independence skills.</li> <li>• Attending staff meetings, room meetings and training courses as necessary. These may be outside of the working hours stated above.</li> <li>• Be punctual each day, arriving before the shift start time.</li> </ul>

	<ul style="list-style-type: none"> <li>• Undertaking additional duties and responsibilities from the Team Leader or Managers. For example, cleaning jobs, filing jobs, completing book bags, nappies, etc</li> <li>• Developing positive relationships with a specific group of key children, monitoring their development using the Learning Journals and assisting their progression through the Early Years Foundation Stage.</li> <li>• Ensuring inclusion of all children, practitioners, and families at all times.</li> <li>• Providing a positive role model for other practitioners at all times.</li> <li>• Developing positive relationships with parents, welcoming them into the Nursery and providing developmental and general daily feedback in a concise and professional manner.</li> <li>• Working together with other practitioners in all rooms in order for the Nursery to run smoothly and to encourage good team relations.</li> <li>• Ensuring that personal and social needs for all children are met and providing activities with will assist personal and social development.</li> <li>• Reporting to their team leader, the Deputy Manager or the Manager any issues regarding Health and Safety.</li> <li>• Carrying out Register Time, Circle Time, Meal Times, Outdoor play and extra-curricular activities in a professional and stimulating manner.</li> <li>• Modelling good practice at all times, providing a positive role model for all children.</li> <li>• Acting as a key person for a group of children, liaising closely with their parents, ensuring that theirs and their child's needs are met and completing each child Record of Achievement to a high standard.</li> <li>• Maintaining confidentiality at all times.</li> </ul>
<p><b>Line management duties and responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Ensuring that relief practitioners and apprentices complete specific tasks throughout the day</li> <li>• Supporting relief practitioners and apprentices in developing their child care skills</li> </ul>

You may also be required to undertake such other comparable duties as the Head requires from time to time.

Person Specification			
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
<b>Qualifications</b>	<p><i>The professional, technical or academic qualifications that the Applicant <b>must have</b> to undertake the role or the training that they <b>must have</b> received</i></p> <ul style="list-style-type: none"> <li>• English and Mathematics GCSE Grade C or above</li> <li>• Completed or working towards N.V.Q level 3 or above</li> <li>• Safeguarding Training</li> </ul>	<p><i>The professional, technical or academic qualifications that the Applicant <b>would ideally have</b> to undertake the role or the training that <b>they should ideally have</b> received</i></p> <ul style="list-style-type: none"> <li>• Completed or working towards Early Years Foundation Degree</li> <li>• First Aid Training</li> <li>• Basic Food Hygiene training</li> </ul>	<p>Production of the Applicant's certificates</p> <p>Discussion at interview</p> <p>Independent verification of qualifications</p>
<b>Experience</b>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to <b>predict</b> success in the role</i></p> <ul style="list-style-type: none"> <li>• Minimum of 1 years' experience of the Early Years Foundation stage</li> <li>• Working within a small team</li> <li>• Maintain and complete records and documentation</li> </ul>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to <b>contribute to</b> success in the role</i></p> <ul style="list-style-type: none"> <li>• Understanding of how to support and differentiate activities to help children in their learning</li> <li>• Maintaining a record keeping system that would ensure that</li> </ul>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>

		children's records are up to date	
<b>Skills</b>	<p><i>The skills <b>required</b> by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Ability to promote positive behaviour</li> <li>• Good observation skills</li> <li>• Good oral and written communication</li> </ul>	<p><i>The skills that would <b>enable</b> the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• A calm yet firm approach with children</li> <li>• Ability to be able to work under pressure</li> <li>• Managing own time</li> </ul>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
<b>Knowledge</b>	<p><i>The knowledge <b>required</b> by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Excellent ability to use childcare knowledge to develop children's skills</li> </ul>	<p><i>The knowledge that would <b>enable</b> the Applicant to perform effectively in the role</i></p> <p>Looking for new ideas to introduce into the curriculum to further develop the children's learning and development</p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>

<p><b>Personal competencies and qualities</b></p>	<p><i>The personal qualities that the Applicant <b>requires</b> to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> <li>• motivation to work with children and young people</li> <li>• ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• emotional resilience in working with challenging behaviours</li> <li>• positive attitude to use of authority and maintaining discipline</li> </ul>	<p><i>The personal qualities that would <b>assist</b> the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Ability to relate well with children and adults</li> <li>• Able to work as a team, share responsibilities and understanding roles</li> <li>• Enthusiasm and resilience</li> </ul>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
---	--	---	---