



Job Title: Early Years Practitioner

Job Purpose: To provide and maintain an emotionally secure, safe, consistent, supportive and caring environment appropriate to the individual needs of young children and their families.

Salary: Starting from £17,361 pro-rata (£10,146 actual)

Contract: Permanent

Location: Brenty & Henbury Children's Centres

Reporting to: Lead Practitioner

Responsible for: Nursery Assistants, Children, Students & Volunteers.

Hours of work: 22.5 hours each week to cover between the hours of 8am and 5:30pm, Monday to Wednesday or Wednesday to Friday. This post is all year round.

Key responsibilities of the role include:

Take an active role in the planning, delivery & supervision of children in a designated area.

Duties and responsibilities include, but are not confined to the following:

1. Children

To assist in the day to day planning and delivery of both the curriculum and the all round care of the children in accordance with the Centre policies.

Ensure all activities are appropriately delivered, evaluated and recorded.

Ensure accurate records are consistently maintained for all children & families.

Support and maintain communication throughout the Children's Centres.

Provide a positive training placement to trainees and volunteers.

Promote and value children's experiences within an anti-discriminatory framework.

Foster respectful and warm relationships with children by taking part in activities with them.

Monitor and maintain records on each child's development in your Keyworker group. Liaise with other team members and professionals as appropriate.

Ensure high standards of care and encourage personal hygiene with all of the children being consistently observant of their general health and welfare.

Maintain a child centred environment, reviewing room layout, appropriate displays and play materials to ensure the environment is stimulating and attractive.

Be aware of and implement all of the Centre's Policies including Child Protection, Equal Opportunities and Behaviour Management.

Be responsible for all children left in your care.

2. Parents

Encourage parental involvement in every aspect of your work.

Assist in the planning, delivery and evaluation of family groups and 1-1 tailored support in accordance with the Centres policies.

Ensure good communication with parents by regularly consulting with them and by providing a wide range of activities to meet the wants/needs of the families within each individual group, focusing on their interests.

Show support for parents as stakeholders of the centres, developing an understanding of the workings of the trustees.

Ensure good communication between the team and families.

3. Across Centre Responsibilities

Actively engage in professional supervision.

Work as a member of the team while accepting the individual responsibilities of the post.

Attend staff and other meetings as required.

Participate in fundraising events.

Undertake training and regular appraisals as part of your personal and professional development.

Monitor the conditions of the toys and equipment in terms of health and safety and report any concerns immediately.

Work in compliance with the health and safety policy at all times.

Support students, trainees and volunteers.

Maintain the cleanliness of the Centres.

Undertake any other duties required in keeping with the aims of this post.

Individual Specification

Essential

1. Level 3 qualification in early years (e.g. BTEC National Diploma in Childcare Studies or CACHE Diploma in Childcare and Education, NNEB).
2. 2 years previous experience of working effectively in a day care/education setting.
3. Knowledge of equal opportunities.
4. Knowledge of child protection and safeguarding procedures.
5. Experience in identifying individual children's needs and contributing towards assessment of developmental progress.
6. Good communication with children and families.
7. Effective and accurate verbal and written communication skills.
8. Ability to work towards the creation of a caring and safe environment.
9. Proven skills in organising activity to achieve defined targets.
10. Proven ability to work as part of a team.
11. Ability to attend to children's physical needs effectively.

Desirable

1. Knowledge and understanding of the needs of children with SEN.
2. Proven skills in planning programmes for groups/individual children.
3. Proven skills in developing family support programmes to develop parenting skills.
4. Awareness of the skills required to monitor quality of service/care provided.

Application information

Completed application forms must be received by: 9am Friday 6th December.

Email documents to: admin@bhchildrenscentre.org.uk

For further information please call 0117 959 3800

Interviews to take place: Week commencing 16th December.

Ideal Start date: As soon as possible

BHCC is an equal opportunities employer. We welcome applications from people of all backgrounds including ex-offenders. We can only accept applications from candidates who have the right to work in the UK.

Completing your application

Candidates are asked to complete all the standard information required on the application form, addressing all of the criteria identified at application stage.

Selection procedure

The selection will be by a panel of the Senior Leadership Team. Candidates will be notified immediately after shortlisting has taken place.

The selection process will take place shortly after the closing date. Shortlisted candidates will be given more details.

References

Two references will be required in all cases, both being professional and one being from your current employer. In accordance with Safer Recruitment references will be requested immediately after shortlisting. The offer of employment will be subject to BHCC receiving two satisfactory professional references and an enhanced DBS check.