



## HALES VALLEY TRUST

Job title:	<b>Childcare Practitioner</b>
Hours of work:	<b>See advert details</b>
Salary:	<b>Grade 3</b>

### **Main Purpose of the job**

To deliver high quality care and education for the children in the nursery provision

### **Main Activities**

- To work as a member of the nursery team.
- To meet the needs of all of the children across the Nursery.
- To attend training as agreed with the Headteacher.
- To assist with the day to day running of the nursery with responsibility for key areas and groups of children.
- To assist with the planning and assessment of the children in the nursery, in line with the EYFS curriculum and development matters assessment tools.
- To ensure all legal requirements are met at all times linked to Trust, School and Nursery policies including environmental health, adult/pupils ratios, intimate care for example.
- To take part in all aspects of the daily routine to include toileting/changing, meal times and cleaning duties.
- To act as an effective key person to a group of children in line with ratios.
- To act as a first contact for parents, attending parents meetings, formulating reports and addressing issues raised by parents in the first instance.
- To ensure equality of access to services in accordance with the school and Nursery equal opportunities policy.
- To work as an effective member of the team.
- To maintain high standards of accuracy and confidentiality in record keeping.
- To provide a high quality, stimulating and welcoming environment, delivering the EYFS document and maintaining OFSTED standards.
- To follow and maintain procedures for safeguarding children.
- Willingness to continue professional development and designated training to peers as requires.
- The post holder may be expected to undertake other tasks commensurate with the post and level of responsibility.
- Trust, School and Nursery accountable for and promote equality, diversity and community cohesion objectives. All employees have a responsibility not only for their own behaviour, but also for others regarding equality of opportunity. Any incident must be reported.

- To participate in Appraisal Performance Review and Development meeting and undertake a plan of training where necessary. Develop his/her own skills and expertise in a professional manner.
- In addition to all the responsibilities listed above, all employees must be flexible in their approach and undertake other duties that are commensurate with post holder's level, wherever they may be, to achieve the objectives of the Trust, School and Nursery.
- To represent the Trust, School and Nursery in a professional manner meeting the aims, to comply with the Trust, School and Nursery policies.
- To comply with the Trust, School and Nursery financial regulation and standing orders.
- To actively promote Dudley's and Hales Valley Trusts commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults at a level appropriate to this group.
- Employees must comply with health and safety legislation and will be required to comply with the Trusts Health and Safety Policies. All employees must ensure that they take reasonable care of their own health and safety as well as the health and safety of any person that is affected by their actions.
- To be responsible for adhering to legislative requirements and Trust Policies and Procedures including, but not exclusively health & safety, GDPR and Internet/Email/mobile phone use.

## **Person Specification**

### Experience

- A minimum of two years, demonstrable relevant experience of working with children in a childcare setting.
- General understanding of school policies and procedures relating to health and safety, behaviour, attendance, equal opportunities and child protection.
- General understanding of national/foundation stage curriculum and other basic learning programmes/strategies.
- Basic understanding of child development and learning.

### Qualifications/Training

- Good numeracy and literacy skills.
- Recognised NVQ Level 2 in childcare.
- Knowledge of EYFS.
- Knowledge of child development.

### Practical Skills

- Ability to communicate effectively with children, parents/carers and other professionals.
- Good record keeping and written skills.
- To be creative and imaginative.
- Ability to work as an effective member of a team.

### Personal Qualities and Attributes

- To be caring and sensitive to the needs of others.
- Commitment to working in an anti-discriminatory way to ensure equality of opportunity.
- To work within the school policies.

**Additional Information:** *Hurst Hill Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to Enhanced DBS Clearance, TRA Teacher Services, Qualification and ID Checks*