

# **JOB DESCRIPTION**

**POST TITLE:** Early Years Education Worker (Qualified)

**GRADE:** Scale 5

**DEPARTMENT:** Early Years

**REPORTING TO:** EYFS Lead / Headteacher

## **PRIMARY JOB FUNCTION**

Under the overall direction and management of the Headteacher and lead practitioner, to develop high quality practice and provision to support all children to reach their full potential, particularly in the prime areas of learning and development.

## **DUTIES AND RESPONSIBILITIES**

1. To take joint responsibility for promoting and safeguarding the welfare of children in your care and those you come into contact with.
2. To undertake child protection training at a level commensurate with role.
3. Through hands on practice under the direction of the lead practitioner, contribute to the development and maintenance of high quality child centred play based provision developmentally appropriate for young children which provides a nurturing environment to promote children's emotional stability, independence, autonomy and creativity.
4. Contribute to developing positive relationships and close working links with the range of professionals in the local children's centre in order to promote access to wider integrated services for all families and children and support a multi-disciplinary team around the child and family approach. This includes completing and using common assessment frameworks (CAF) and participating in Team around the Child (TAC) meetings where appropriate.
5. To support in developing and maintaining of a partnership with parents that values their contributions and involves them in their child's education, including support for the home learning environment and ensuring smooth transitions and continuity for the child and parents into, within and out of the setting.

6. To act as a key worker for a defined group of individual children providing each child with continuity of care throughout the child's time at the setting, in partnership with their parent/carers.
7. To contribute to developing and maintaining appropriate positive behaviour strategies with children.
8. Attend and participate in relevant CPD during contracted hours, and share the knowledge and ideas gained with colleagues in the setting.
9. Uphold the principles of good practice in inclusion and equal opportunities in all aspects of the role, supporting early identification and intervention strategies at all times.
10. Contribute to systems for planning, observation and assessment to support the development of the individual child.
11. Contribute to the development of relevant policies and procedures.
12. Keep up to date with best early years practice, local and national policy,
13. Undertake other minor and/or non-recurring duties appropriate to this post as directed by the Head of Primary school and lead practitioner.
14. To undertake other duties commensurate to the grade of the post.

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**ADDITIONAL:**

- To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner.
- To achieve agreed service outcomes and outputs, and personal appraisal targets, as agreed by the line manager.
- To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.
- The post holder is expected to be committed to the Council's core values of public service, quality, equality and empowerment and to demonstrate this commitment in the way they carry out their duties.
- Ensure all the services within the area(s) of responsibility are provided in accordance with the Council's commitment to high quality service provision to users.

- Ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation.
- Carry out duties and responsibilities in accordance with the Council's Health and Safety Policy and relevant Health and Safety legislation.
- At all times carrying out responsibilities/duties within the framework of the Council's Dignity for all Policy. (Equal Opportunities Policy).

# PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

You should demonstrate on your application form how you meet the following essential criteria.

<b>Department: Early Years</b>		<b>Section</b>
<b>Designation: Early Years Education Worker (Qualified)</b>		<b>Grade: Scale 5</b>
<b>REQUIREMENTS</b>		
<b>EDUCATION and EXPERIENCE</b>		<b>A/I/T</b>
<b>E1</b>	NNEB Certificate, NVQ Level 3 - Childcare/Early Years Care, BTEC Nationals in Childhood Studies (Nursery Nursing) with suitable practice placements) OR equivalent qualification and one year's post qualifying experience	
<b>E2</b>	Demonstrable levels of numeracy and literacy equivalent to GCSE (A-C) (or by test).	
<b>E3</b>	Experience of working with children (either in a paid or unpaid capacity) preferably in an education setting.	
<b>E4</b>	An understanding of integrated education and care and knowledge of the role that children's centres play in achieving the best start in life for children.	
<b>KNOWLEDGE, SKILLS and ABILITY</b>		
<b>E5</b>	Ability to identify the delivery of high quality practice and provision in which very young children can thrive	
<b>E6</b>	Commitment to meeting the needs of the whole child and his/her family, particularly an understanding of the importance of the child's well-being, personal, social and emotional development.	
<b>E7</b>	Commitment to developing and maintaining the ethos of the setting as a partnership of children, professionals, parents/carers and the community	
<b>E8</b>	An understanding of the importance of appropriate information sharing and confidentiality in supporting children's and families well-being.	
<b>E9</b>	Evidence of commitment to fostering equality and inclusion in relationship with parents, and staff.	
<b>E10</b>	Knowledge of current developments and issues in the education and care of 2 year old children, including those who are vulnerable or disadvantaged and to meeting the needs of families.	
<b>E11</b>	Knowledge and understanding of how to meet the needs of more vulnerable 2 year olds including those with SEND	
<b>E12</b>	Displays an awareness, understanding and commitment to the protection and safeguarding of children.	

<b>E13</b>	Ability to foster and develop effective relationships with parent/carers, and in partnership with them to participate in planning for their children.	
<b>E14</b>	The ability to contribute to effective observation, assessment and tracking progress systems.	
<b>E15</b>	The ability to work as a member of a team and contribute to planning and policy development	
<b>E16</b>	Good level of communication and inter-personal skills, combined with energy, enthusiasm and good humour.	
<b>E17</b>	The ability to establish and maintain good relationships with staff, children, parents, visitors, and others who have contact with the work of the setting	
<b>E18</b>	An understanding of the process of the common assessment framework and ability to act as lead professional, if required, in team around the child meetings	
<b>E19</b>	To have relevant IT skills, be willing to develop these skills as necessary and be familiar with relevant software	
<b>E20</b>	Ability to work in accordance with national and local Child Protection and Safeguarding policies and procedures.	
<b>COMMITMENT TO EQUAL OPPORTUNITIES</b>		
<b>E17</b>	Ability to adhere to the Council's Dignity for All policy.	
<b>SPECIAL REQUIREMENTS</b>		
<b>E18</b>	This post requires an enhanced level of Criminal Records Bureau (CRB) Disclosure	
<b>E= Essential D= Desirable</b>		
<b>Assessed by: A= Application I= Interview T= Test</b>		