

Early Years Practitioner Job Description



Solihull
METROPOLITAN
BOROUGH COUNCIL

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS disclosure, barred list check, eligibility to work in the UK check, proof of identity, childcare disqualification check, qualifications check and living/working overseas check.

Post Title	Early Years Practitioner	Post No	
Division	Schools		
Salary Band/Range	C		
Responsible to	Deputy Head Teacher (Early Years) and Monkeys Deputy Managers		
Location	Monkspath School		
DBS Check	This post is subject to an enhanced DBS disclosure, barred list check, eligibility to work in the UK check, proof of identity and qualification check and living/working overseas check. This post is exempt from the provisions of the Rehabilitation of Offenders Act, 1974.		
Special Conditions			
1. Job Purpose	This post involves supporting the senior team in providing a high quality childcare service which meets the need of the children and their families		
2. Key Responsibilities			

2.1	Main Duties
	<ul style="list-style-type: none">Assist children with their integration into the normal routine of the provision.Plan, prepare evaluate and modify plans and activities to meet the needs of children.Regularly assess children's progress against identified criteria and use this information to inform learning opportunities and next steps.Promote positive values, attitudes, and good behavior, dealing promptly with conflict and incidents in line with established policy and encourage children to take responsibility for their own behaviour.Support the creation of a stimulating learning environment.Ensure the preparation and clearing away of the equipment and materials for each session.Work in partnership with other childcare staff as part of a highly motivated and professional teamBe flexible and creative and be committed to providing first class childcare

	<ul style="list-style-type: none"> • Work and interact with the children, encouraging them to participate in all activities and projects. • Keep accurate records. • Participate in staff meetings and attend training opportunities when appropriate. • Undertake such duties as may become necessary to ensure the successful running of Monkeys Childcare. • Work flexibly in our other settings, should the need arise. • Support welfare and safeguarding of children. <p>General:</p> <ul style="list-style-type: none"> • Work with and follow school policies and procedures • Be flexible and creative and be committed to providing outstanding childcare/education • Promote good practice in a professional and inclusive manner • Undertake such duties as may become necessary to ensure the successful running of the provision • Be responsible for carrying out any other duties as required by the school which are commensurate with the post.
--	---

2.2	People
	<ul style="list-style-type: none"> • Promote a harmonious and supportive team environment
2.3	Safeguarding
	The School is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.
2.4	Financial
	<ul style="list-style-type: none"> • No direct responsibility for financial matters.
2.5	Buildings & Equipment
	<ul style="list-style-type: none"> • Work with the team to set-up and clear away of resources • Carry out toy inspections, reporting any faults and removing any dangerous items as necessary. • Ensure that door entry and checking systems are in place and in working order. • Report any health and safety concerns to the Managers
2.6	Health & Safety
	The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the School's, Council's Corporate and Departmental Health and Safety policies.
2.7	Policies & Procedures
	The post holder will be accountable for ensuring that he/she is aware of relevant School and Council policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

3. Other Conditions		
3.1	Mobility	
	This post requires flexibility; the post holder may be required to transfer to any post appropriate to their grade at School	
3.2	Equal Opportunities	
	The School is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.	
3.3	Variations to Job Descriptions	
	Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the School therefore retains the right to amend job descriptions to reflect changing requirements.	
3.4	Training and Development	
	The School is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.	
3.5	General	
	The School expects all employees to conduct themselves in a way that is consistent with the values and behaviours set out in the Solihull Behavioural Framework.	