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| **Job Profile** | **Early Years Practitioner**  **Band D** | **Click to view original image** |
| The post holder will be responsible under the direction of Senior staff, for the care, welfare and education of children within the Centre/school in accordance with the Early Years foundation Stage. The post holder will be based in 2s to 3s room, however you will need to be flexible and willing to work in either room, where necessary.  **Key Duties/Areas of Responsibility**   1. To provide a high standard of quality, education and care, in line with the EYFS, working towards OFSTED defined quality assurance standards. 2. To have an understanding of the Early Years Foundation Stage, the themes and principles and welfare requirements that underpin this and implement it in to practice 3. To contribute to planning, and to organise and carry out appropriate activities for the children with regard to age and stage of development. 4. To monitor and record the development of children using agreed observation and assessment methods. 5. To work with parents in partnership and support families and carers wherever necessary. 6. To promote the development of high quality provision that is inclusive for all children ensuring equal opportunities for all. 7. To keep up to date with current issues regarding child protection and to be committed to safeguarding and promoting the welfare of children at all times, always following the safeguarding policy. 8. To ensure compliance with legislation and centre policies and procedures 9. To attend and participate in meetings and training sessions as required. 10. To provide cover for absent colleagues. 11. To identify and manage risk in relation to operational objectives, ensuring resources are used effectively and efficiently and assets safeguarded 12. To undertake any other duties as may be commensurate with the grade of the post in consultation with the designated line manager. | | |

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| **Job Specific Notes** |
| Enhanced DBS Check required |

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| **Person Profile** | **Early Years Practitioner**  **Band D** | | | **E/D** | *Assessment Rating* |
| **E** = Essential | | **D** = Desirable | \* indicates shortlisting criterion | | |
| **1. Key Areas of Knowledge and Experience** | | | | | |
| ***Know-how*** *(Level 2)* | | | | | |
| Experience of working with children in an education or childcare environment within the EYFS. | | | | E\* |  |
| Experience of working with children from a diverse range of backgrounds, and cultures, etc | | | | D |  |
| Knowledge of child development and the ability to plan appropriate learning opportunities. | | | | E\* |  |
| Practical knowledge and application of Early Years Foundation Stage | | | | E\* |  |
| Thorough understanding and experience of Safeguarding procedures. | | | | E\* |  |
| Ability to use ICT effectively. | | | | E |  |
| Ability to provide a safe, stimulating and caring environment. | | | | E |  |
| Awareness of inclusion and commitment to equality of opportunity. | | | | E |  |
| Ability to communicate effectively (written and oral) | | | | E |  |
| Working in an environment where literacy and numeracy skills have been demonstrated | | | | E\* |  |
| **2. Qualifications** | | | | | |
| NVQ Level 3  **Or**  Evidence of the equivalent level of knowledge gained through work experience | | | | E\* |  |

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| **3. Key Skills** | | | | | |
| ***Communication*** *(Level 3)* | | | | | |
| * Communicates effectively on a 1:1 basis about straightforward and detailed issues with a range of people * Deals confidently with different points of view in conversations * Contributes clearly and effectively to discussion with others * Persuades others to own point of view on routine issues * Produces detailed written information to communicate information, ideas and opinions | | | | E |  |
| ***Decision Making*** *(Level 2)* | | | | | |
| * Uses initiative and decides the order in which own daily tasks are to be carried out * Deals with everyday issues in own job | | | | E |  |
| ***Problem Solving*** *(Level 2)* | | | | | |
| * Gathers enough relevant information to understand specific problems, issues and events * Uses factual information to identify problems and draw logical conclusions * Makes own judgement about situations and plans ahead | | | | E |  |
| **4. Employee Competencies** | | | | | |
| ***Customer Awareness***  Works to customer service standards and gives customer satisfaction | | | | E |  |
| ***Continuous Improvement***  Recognises and responds positively to the need for change | | | | E |  |
| ***Performance Focus***  Takes ownership of own work and performance | | | | E |  |
| ***Team Working***  Works with others to deliver added value to the team and service | | | | E |  |
| ***Dignity and Respect***  Considers and shows respect for the opinions and feelings of others | | | | E |  |
| A copy of the Employee Competencies can be accessed via the Council’s website | | | | | |

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| **5. General Requirements** | | | | | |
| Able to work flexibly, including any service specific hours | | | | E |  |
| Able to travel to various locations throughout the Borough within a reasonable timescale | | | | E |  |
| No serious health problem which is likely to impact upon job performance (that cannot be accommodated by reasonable adjustments) | | | | E |  |
| Good attendance record in current/previous employment (not including absences resulting from disability) | | | | E |  |
| **NB:** Health and attendance criteria will only be assessed following an offer of appointment. (Equality Act 2010) | | | | | |
| **6. Statements Applicable to all Jobs** | | | | | |
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| **All duties and responsibilities** should be carried out in accordance with agreed Council policy and procedures, in particular those relating to: Environmental; Health and Safety; Equal Opportunities; Risk Management; Data Protection; Safeguarding and Financial Regulations. | | | | | |
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| **Emergency Planning** All employees will be required to undertake emergency planning duties commensurate with the grade of the post. | | | | | |
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| **The job profile** is an outline only and may vary from time to time without changing the character of the job or level of responsibility. The post holder must be flexible to meet the operational needs of the Council. | | | | | |
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| **The person profile** covers key areas of competence and methods of assessment other than interview may be used (as appropriate to the job) to assess what a candidate can do and how they act in a specific area or situation. These include: ability test; work-related task; occupational personality questionnaire and presentation. Where this is the case, shortlisted candidates will receive details in advance of the selection process. | | | | | |
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| **The Employee Competencies** outlined in the person profile are the minimum standards of behaviours required for working at Rotherham MBC in any post and are assessed as part of the selection process. *They are not required to be addressed in the application form.* | | | | | |
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| **This job and person profile** has been prepared in accordance with the requirements of the Council’s Equal Opportunities in Employment Policy. We undertake to make any “reasonable adjustments” to a job or workplace to counteract any disadvantages a disabled person may have. Disabled applicants who meet the essential shortlisting criteria will be guaranteed an interview. In the event of a large number of applicants meeting the essential criteria, desirable criteria or occupational testing may be used as a further shortlisting tool. | | | | | |
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| Certain posts may be deemed to be politically restricted in accordance with the terms of the Local Government and Housing Act 1989 (as amended). Where this is the case a separate notification will be provided. | | | | | |