



Minsthorpe Community College Job & Person Specification

Post Title:	Childcare Practitioner
Grade:	£13.11 - £13.20 per hour
Hours:	37 hours per week Monday to Friday
Reporting to:	Nursery Manager/Room Leaders

Overall Purpose of Post:

To provide a high standard of learning, development, and care for children. To give support to staff within the setting. To work as part of a team in order to provide an enabling environment in which all individual children can play, develop and learn. To build and maintain strong partnership working with parents to enable children's needs to be met.

All adults working in, or on behalf of the college have a responsibility to safeguard and promote the welfare of children. This includes:

- Responsibility to provide a safe environment in which children can learn and develop.
- To identify children who may be in need of extra help or who are suffering, or are likely to suffer significant harm. All staff then have a responsibility to take appropriate action to prevent concerns from escalating, working with services as needed.

Employment checks required of this post:

- Proof of eligibility to work in the UK
- Proof of relevant qualifications (original certificates)
- Two satisfactory references
- DBS Enhanced Disclosure check
- A Prohibition Order check
- A medical assessment prior to commencement of employment.

Key accountabilities, duties and responsibilities:

- Provide a safe, caring, stimulating environment both indoors and outdoors at all times.
- Effectively deliver the EYFS ensuring that the individual needs and interest of children in the setting are met enabling individual progress, (in conjunction with other team members).
- Keep records of your key children's development and learning journeys and share with parents, carers and other key adults in the child's life.



- Plan activities which ensure each child is working towards the next steps in their development.
- Liaise closely with parents/carers, informing them about the setting and its curriculum, exchanging information about children's progress and encouraging parents' involvement.
- Support all staff and engage in a good staff team.
- Develop and maintain strong partnerships and communication with parents/carers to facilitate day-to-day caring and early learning needs.
- Work with other professionals for the benefit of children and families.
- Ensure the provision of a high-quality environment to meet the needs of individual children having an awareness of any disabilities, family cultures and medical histories.
- Advise room leader, deputy, manager of any concerns, e.g. over children, parents, the safety of the environment, preserving confidentiality as necessary.
- Be involved in out of working hours' activities, e.g. training, monthly staff meetings, family day, parents' evenings etc.
- Be flexible within working practices of the setting, undertaking other responsible duties where needed, such as domestic tasks, preparation of snack meals, cleansing of equipment, etc.
- Work alongside the manager and staff team to ensure that the setting's philosophy is fulfilled.
- Read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting, including safeguarding, health and safety, confidentiality etc.
- Develop your role within the team, especially with regard to being a key person.
- Keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job.
- Be aware of the high profile of the setting and to uphold its standards at all times, both in work hours and outside.
- Support students and volunteers.
- Ensure good standards of safety, hygiene and cleanliness are maintained at all times.
- Undertake and lead on additional responsibilities such as SENCO, training co-ordinator, safeguarding Officer etc.
- Work in partnership with management to update and review the self-evaluation and improvement plan.



- Undertake any other reasonable duties as directed.
- The ability to respond effectively to children in a stimulating learning environment using a variety of strategies and techniques.
- Participation in both formal and informal staff training activities in order to maintain and update knowledge.
- Lifting and manoeuvring of heavy equipment, which should be undertaken within Health and Safety procedures.
- The job may expose staff to various viruses from Chickenpox to HIV/Hepatitis, which will require compliance with Health and Safety procedures.
- The job may expose staff to physical and verbal abuse, which should be reported through agreed procedures.
- The job may demand certain administrative duties, i.e., collecting money, filling in forms, etc.
- Confidentiality to be respected at all times.
- Contribute, as part of a professional team, to reports made available to relevant agencies.
- Participate in case conferences, eg Child Hearings, Individual Educational Programmes, Reviews, Transitions and Records of Needs.
- Post-holders will normally be located within a nursery setting, working with others to deliver a pre-school curriculum within a caring and stimulating environment under agreed ratios. This will include working with small groups of children outside the nursery setting, for example on outings, and within the framework of Health and Safety guidance to staff.

Other duties commensurate with the grade of the post as directed by the Principal/Line Manager.



Person Specification:

Criteria		Essential/Desirable
<p>Education, Training and Qualifications</p>	<p>Minimum of a relevant and recognised Level 3 qualification or working towards.</p>	E
	<p>Evidence of ongoing personal development/training.</p>	D
	<p>Desire to continue with professional development.</p>	D
	<p>Recognised professional status (ie Early Years Professional Status (EYPS)/willing to work towards.</p>	D
	<p>Recent Paediatric First Aid certificate.</p>	D
	<p>Basic Food Hygiene certificate.</p>	D
	<p>Skills and Knowledge</p>	<p>Knowledge of legislation relevant to Early Years, such as EYFS, SEN, safeguarding, Childcare Act 2006.</p>
<p>Knowledge of child development and children's needs.</p>		E
<p>Ability to work with parents/carers/families to encourage partnership working.</p>		E
<p>Ability to communicate well with adults and children.</p>		E
<p>Ability to work as part of a team, and use own initiative.</p>		E
<p>Basic ICT skills using Microsoft Word.</p>		D
<p>Good organisational skills.</p>		D
<p>Ability to demonstrate creative abilities.</p>		D
<p>An understanding of/commitment to the principles of equal opportunities.</p>		E



	<p>Awareness of health and safety and practical hygiene issues.</p> <p>Ability, flexibility and willingness to take on other responsibilities or duties as deemed necessary.</p>	<p>E</p> <p>E</p>
Experience	<p>Working with children.</p> <p>Working in an Early Years' setting</p> <p>Implementation of EYFS</p> <p>Working in partnership with parents</p>	<p>E</p> <p>D</p> <p>D</p> <p>D</p>
Personal Attributes	<p>Enjoy working alongside young people and adults.</p> <p>Be supportive of the aims and ethos of Minsthorpe Community College.</p>	<p>E</p> <p>E</p>