

WOKINGHAM BOROUGH COUNCIL JOB DESCRIPTION

Job Title: Early Years Practitioner – Level 3	Job Ref:
Department: Education	
Reports To: Head Teacher	Location: The Ambleside Centre
Grade: 4	Salary: £20,444 – 22,129 per annum
Employment Status: permanent	
Hours of Work: 37 hours per week between the hours of 8-6 Monday-Friday The job role includes a weekly evening meeting- usually on a Tuesday 6pm-7pm	
Job Purpose: To contribute to the care, education and support of children within the 0-3 nursery.	

Main Tasks
<ul style="list-style-type: none"> • To initiate and lead activities and routines for individual and small groups of children that support their learning and development.
<ul style="list-style-type: none"> • To act as keyworker for a group of children
<ul style="list-style-type: none"> • To support children’s physical and emotional wellbeing throughout the day.
<ul style="list-style-type: none"> • To assist in preparation and serving of food and drink to the children, having due regard for health and hygiene regulations and dietary requirements
<ul style="list-style-type: none"> • To sensitively support children’s physical routines.

<ul style="list-style-type: none"> • To reflect alone and with others in order to understand own and children's learning.
<ul style="list-style-type: none"> • To maintain a safe, secure and stimulating learning environment.
<ul style="list-style-type: none"> • To work within the principles and requirements of the Early Years Foundation Stage
<ul style="list-style-type: none"> • To take responsibility for record keeping, assessment and planning next steps in children's learning, in partnership with parents and carers.
<ul style="list-style-type: none"> • To contribute to the planning and implementation of appropriate activities of meet the needs of children in Pastures. To respond to the interests and fascinations of children to support learning.
<ul style="list-style-type: none"> • To contribute to the identification of and education and care of children who may have additional needs.
<ul style="list-style-type: none"> • To build and maintain a partnership with parents and carers, maintaining confidentiality at all times.
<ul style="list-style-type: none"> • To contribute to liaison with outside agencies and fellow professionals, maintaining confidentiality at all times
<ul style="list-style-type: none"> • To attend regular staff and training meetings, supporting other members of the team as appropriate.
<ul style="list-style-type: none"> • To contribute to the making and implementation of policy and practice in the centre
<ul style="list-style-type: none"> • To participate in the Performance Management scheme
<ul style="list-style-type: none"> • Any other duties that reasonably fall within the purview of the post which may be allocated after consultation with the postholder.

PERSON SPECIFICATION

Please ensure that you read the person specification carefully. Evidence towards these specifications will be used to assess candidates as part of the shortlist and interview process. Essential to role

Knowledge/Qualifications:

NVQ 3 or equivalent qualification in relevant subject
Excellent knowledge of EYFS

Skills/Abilities:

Clear oral and written communication skills with adults.
A variety of communication skills to support the needs of children.
Good practical skills
Strong team player
Good observational skills

Experience:

Experience of supporting children with a variety of additional needs.
Experience of working with young children.
Experience of working with children under three.
Keyworker for at least 2 years.

Personal Qualities:

Confident
Committed team player
Enthusiastic
Calm
Positive attitude
Reflective
Reliable
Flexible