

First Steps (Bath)
Early Years Practitioner
Early Years Specialist service
Qualified Basic Grade, Spinal Points 16 - 17

Job Purpose

To plan, organise and deliver high quality, specialist Early Education and Care for children 2 to 5 with special educational and or complex health needs. To work within an anti-discriminatory and inclusive environment and facilitate the holistic development of children with SEN to support their early years development.

Job Description – main duties

- To plan and organise activities that extend learning, actively promoting children's participation.
- To produce accurate and effective observations to assess the children's progress and the effectiveness of the learning environment.
- To work to support the development of the children within the Early Years Foundation Stage
- To manage the children's behaviour and routines in line with the First Steps Bath policies and guidelines.
- To work within a key person system and to adhere to the First Steps guidelines on the role of the keyperson.
- To take a lead for sharing good practice and relevant knowledge with shared placement settings.
- To maintain objective, accurate and up to date records that identify the children's individual needs, abilities, and progress, and use these as a focus for future planning.
- To work in respectful partnership with parents, carers and other professionals at all times.
- To work within First Steps Bath health and safety guidelines and undertake specific tasks related to the safety and hygiene of the children and the nursery.
- To work within First Steps Bath child protection procedures, inclusion policy and confidentiality policy.
- To share tasks necessary as part of the general upkeep, tidiness and cleanliness of the specialist nursery environment and resources, and contribute to the general well-being of the team.
- To participate in and contribute to regular staff meetings, appraisals and training including INSET days so as to improve skills and knowledge and develop a positive attitude that enhances practice.
- To maintain a high level of professionalism, both inside and outside the nursery.

- To undertake any other tasks, as requested by the management team, that are necessary for the smooth running of the nursery and the welfare of the children in its care.

Reporting to: Service Manager

Based at: Bath Opportunity Preschool, Early Years Specialist Service, Broadlands Academy Saint Francis Road, Keynsham BS31 2DY

Person specification

Experience:

- experience as a parent/carers (desirable)
- experience as a worker or volunteer who has worked locally with families, parents, or carers (desirable)

Qualifications:

- NVQ Level 3 care and education or equivalent
- Maths and English GCSE grades A to C / 4 to 9.

Skills:

- Good communication skills
- Ability to relate well to people of all ages and abilities.
- Ability to handle information securely and confidentially.

Knowledge

- Knowledge of the Early Years Foundation Stage
- Knowledge of inclusion
- Commitment to working in partnership with families, in line with anti-discriminatory and inclusive practice
- Able to respect and uphold First Steps values and to implement policies and procedures including confidentiality and child protection

General

- Enhanced DBS check required.

Updated in line with the Early Years Specialist service contract requirements. February 2023