

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

Job Purpose

To plan, organise and deliver activities and create learning experiences for a group of children. To work within an anti-discriminatory and inclusive environment and support the team to facilitate the holistic development of all children, enabling them to reach their full potential.

Job Description – main duties

- To plan and organise activities that extend learning, actively promoting children's participation.
- To work to support the development of the children within the Birth to Three Framework or the Foundation Stage Guidance.
- 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 community nursery guidelines on the role of the keyworker.
- 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, following the special educational needs code of practice.
- To work in respectful partnership with parents, carers, and other professionals always.
- To work within the community nursery's 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 the community nursery's First Steps Bath Safeguarding and child protection policy and procedures, inclusion policy and confidentiality policy.
- To share tasks necessary as part of the general upkeep, tidiness and cleanliness of the community nursery environment and resources, and which contribute to the general well-being of the team.
- To participate in and contribute to regular staff meetings, appraisals and training including INSET days 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: Children's Services Manager

Based at: Any site managed by First Steps (Bath)

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 Early Years Curriculum Guidance for the Early Years Foundation Stage
- Knowledge of the importance of safeguarding children.
- Knowledge of how to provide a safe environment for children
And how to model good behaviour for children to follow

Personal Qualities

- 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, safeguarding and child protection.

General

- Enhanced DBS check required.

Effective date: 1st October 2007

Last Updated: 3rd September 2007 by: Karen Jarvis

Updated (Grade change) 1st April 2009

Updated (Job Title) 1st January 2018

Updated June 2019

Updated (Title and Grade change) 01/07/2021.

Reviewed May 2023