

**First Steps (Bath)**  
**Trainee Early Years Practitioner**  
**Trainee Grade, Spinal Point 13**

**Job Purpose**

To complete a recognised qualification (level 3) in childcare and education to plan, organise and deliver activities and to create learning experiences for 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 – (Supported learning to achieve the following)**

- To plan and organise activities that extend learning.
- 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 nursery's policies and guidelines.
- To work within a key person system and to adhere to the nursery guidelines on the role of the key person with support.
- 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 always.
- To work within the nursery's health and safety guidelines and undertake specific tasks related to the safety and hygiene of the children and the nursery.
- To work within the nursery's 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 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 or Practice Supervisor

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

## **Person specification**

### **Experience:**

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

### **Qualifications:**

- a commitment to working towards NVQ Level 3 care and education or equivalent.
- GCSE grade C in Maths and English

### **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 current guidance for Early Years (EYFS)
- Knowledge of child development
- 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 and child protection.

### **General**

- Enhanced DBS check required.

Effective date: January 2018

Updated (Grade) 01/07/2021.

Updated May 2023