

Job description



PRIMARY JOB FUNCTION

To be responsible, under the overall direction and management of the Headteacher and Senior Early Years Education Worker, for the implementation of programmes of learning and developmental work with children including access to the foundation stage curriculum. To participate in maintaining and developing contacts with parents and all other agencies relevant.

DUTIES AND RESPONSIBILITIES

- To provide a planned and stimulating environment which ensures educational and, social, emotional and physical developmental opportunities for children in groups.
- To provide the appropriate planned and stimulating educational and developmental opportunities for children with special educational and other needs, as required, within an integrated programme for the centre/school as a whole.
- To provide support to a defined group of individual children providing each child with continuity of care throughout the child's time at the centre/school, in partnership with their parent/carers.
- To maintain high professional standards and levels of care and hygiene, for both children and resources.
- To be responsible for the care of and the reporting of necessary maintenance to equipment used by children.
- Responsibility, as a member of a team for creating an environment which ensures the physical, social, emotional and conceptual development of children by:
 - a) Having an understanding of children as individuals. Knowledge of the characteristics, needs and interests of particular age groups. An understanding of varied cultural patterns of childrearing. An understanding of different child care practices.
 - b) Having a commitment to positively supporting the needs of children of both sexes and of all racial backgrounds.
- Observing and being involved with the children in their activities, stimulating, encouraging and extending these activities. Contribution to written observations and records.
- Being aware of issues relating to children with special educational needs including physical disability, behavioural and learning difficulties.
- Helping to ensure an atmosphere in which children with special educational needs are valued and respected and working positively with those who display discriminatory attitudes and behaviour.
- Sharing with other members of the team responsibility for the preparation of the rooms and the outside area, checking equipment and ensuring maintenance of safe, creative and stimulating classroom environment. Taking part in day to day discussions concerning immediate issues. Contributing to forward planning and assessment of nursery practice/policy by regular meetings of the nursery team.
- Promoting the children's growth in independence and self reliance.
- As a member of a team support children through play, talk and exploration to experience and enjoy the whole school curriculum by:-
- Enabling the growth of the children's language and their enjoyment of the written and spoken word by:
- Talking with individual children and with small groups:
- Building up a suitable collection of rhymes, stories, jingles and songs which may be passed on to the children in small groups;
- Valuing each child's mother tongue and supporting and encouraging the learning of English as a second language;
- Understanding the importance of books and their suitability.
- In consultation with the team taking responsibility for groups of children for varying types of activity.
- Maintaining on-going observation of the children in the centre/school paying particular attention to children subject to Child Protection Procedures, implementing the Council's Child Protection Procedures and preparing the Centre's/School's observational reports for case conferences.
- Ensuring that information about children's progress and welfare is recorded and communicated to senior staff on duty and to parents as required.
- Participate in a programme of management supervision and in planning meetings with the team.

- To represent the Centre/School of external meetings as appropriate ie. neighbourhood groups, sector meetings.
- To assist in maintaining regular contacts with other professionals (parents, primary schools, social services etc) and where appropriate, and after consultation with the agreement of parent/carers (unless 12 above applies), inform them of significant facts in respect of the children's' progress in regard to SEN issues, child protection and general welfare.
- To promote non discriminatory behaviour amongst the users and staff in keeping with the Council's Equal Opportunities Policy, with particular regard for the eradication of racist, sexist and heterosexist practices, and those which discriminate against persons with special needs or disabilities.
- Attend and participate in relevant training, during contracted hours, and share the knowledge and ideas gained with colleagues in the nursery/class/care group room.
- To work with students on placement at the Centre/School, and where appropriate to encourage their participation in planning and developing activities with the children.
- To help support the school programme for parental and community involvement including undertaking home visits (accompanied by another member of staff), outreach work, placement visits and contract meetings, during contracted hours.
- Ensuring that all services within the area(s) of responsibility are provided in accordance with the Council's commitment to high quality service provision to the consumer.
- Such other minor and/or non-recurring duties, appropriate to the post, as may be directed.
- Carry out duties and responsibilities in accordance with the Council's Health and Safety Policy and relevant Health and Safety legislation.
- At all times carrying out responsibilities/duties within the framework of the Council's Dignity for all Policy. (Equal Opportunities Policy).
- The nature of the job requires a high degree of initiative, confidentiality, tact and discretion when giving or receiving information, which could be confidential.

ADDITIONAL

- To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner.
- To achieve agreed service outcomes and outputs, and personal appraisal targets, as achieved by the line manager.
- To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.
- The post holder is expected to be committed to the Council's core values of public service, quality, equality and empowerment and to demonstrate this commitment in the way they carry out their duties.
- Ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation.



Qualifications and Experience		E
1	Applicants must hold the NNEB Certificate, NVQ Level 3 - Childcare/Early Years Care, BTEC Nationals in Childhood Studies (Nursery Nursing) with suitable practice placements) OR equivalent qualification and one year's post qualifying experience.	√
2	Demonstrable levels of numeracy and literacy equivalent to GCSE (A-C) (or by test).	√
3	Experience of working with children (either in a paid or unpaid capacity) preferably in an education setting.	√
4	At least two years' experience of working with children aged 0-4	√
Knowledge, Skills and Abilities		
5	Knowledge and understanding of good practice including the health, educational, social, cultural, emotional, developmental and physical needs of young children.	√
6	An understanding of the importance of early learning through play.	√
7	Understanding of health and safety requirements in relation to the school/nursery/centre and to the children and adults who use the building	√
8	Knowledge and understanding of the Council's Equal Opportunities Policy and commitment to putting it into practice.	√
9	The ability, as a member of a team, to plan and organise an educational environment which is stimulating and imaginative for individual children and groups.	√
10	Ability to foster and develop good relationships with parent/carers, and in partnership with them to participate in planning for their children.	√
11	The ability, as a member of a team, to support work with children with special educational needs.	√
12	Ability to contribute to written records of children's development and to use these records to plan individual and group programmes within the group setting.	√
13	Ability to work within a multi racial setting and to ensure that each child's racial identity is respected, maintained and enhanced.	√
14	Ability to develop and extend work in partnership with parents/carers and to recognise the expert knowledge they have about their children.	√
15	Ability to work as a member of a team and contribute to planning and to resolving difficulties within the team setting.	√
16	The ability to establish and maintain good relationships with staff, parents, visitors, and others who have contact with the work of the nursery groups	√
Selection Criteria		
17	Why would you like to board the Prior Weston Bus?	√
18	What would you bring to the school and children's centre?	√
19	In relation to this role, how do you support the vision and values of Prior Weston?	√