



The **Benjamin** Foundation

Welcome to The Benjamin Foundation

Thank you for expressing an interest in our vacancy for Bank/Sessional Early Years Practitioners Level 2 at Ditchingham Day Nursery and Kidtown.

More information about the position, including a Job Description and Job Specification are enclosed. If you would like to find out more information about the service, please take a look at our website www.benjaminfoundation.co.uk/jobs

If you have any questions regarding the vacancy, please contact the HR Department on 01603 886925/886951 or email recruitment@benjaminfoundation.co.uk

Please return your completed applications by email to:-

recruitment@benjaminfoundation.co.uk

Or by post to:

HR Department
The Benjamin Foundation
23-27 St Andrews Street
Norwich
NR2 4TP



The **Benjamin** Foundation

**Bank/Sessional
Early Years Practitioners – Level 2
Ditchingham Day Nursery – Ditchingham
Kidtown – North Walsham**

Salary: £8.75 per hour

(£1.24 per hour sessional holiday pay will be paid in addition)

Plus employee pension scheme

(Please state on the application form which is your preferred area and the days and times you are available)

We are looking for enthusiastic, dynamic people who are passionate about working with children age 0 to 5 years. Work will involve providing care for children as well as assisting in activities for children in a fun and secure environment.

The Benjamin Foundation is committed to safeguarding and promoting the welfare of young people. An enhanced DBS check will be required for successful applicants.

The Benjamin Foundation embeds the Nurtured Heart Approach® which creates strong and improved relationships by focusing on positive behaviour rather than energising negativity, providing clear rules and consequences, creating an environment in which people thrive.

To apply, visit <http://benjaminfoundation.co.uk/jobs>

OR email recruitment@benjaminfoundation.co.uk

Tel: 01603 886925/886951

Closing Date: Tuesday 1st October Noon

Interview Date: Wednesday 9th October (Norwich)

(Please keep the interview date free, if you would like to be considered for interview)



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Early Years Practitioner Level 2 - Job description

Job title:	Bank/Sessional - Early Years Practitioner Level 2
Employer:	The Benjamin Foundation
Location:	Ditchingham Day Nursery – Ditchingham Kidtown – North Walsham
Contract:	Zero hours
Salary:	£8.75 per hour
Hours of work:	Hours will vary to meet the needs of the Service
Department:	Early Years
Reporting to:	Play Works Manager

Job purpose

- To help assist and provide care and support in the day to day running of the nursery/pre school
- To provide a high quality service for children aged between the ages of 0 and 5 year's old
- To provide a full range of activities and support for the children who attend the nursery/pre school

Main duties

Service Delivery

- Work closely with parents/guardians, community leaders and staff from other agencies to identify the needs of young people, strategies to meet those needs and their implementation
- Ensure the 'special needs' of each child/young person are fully taken into account in relation to any activity within the group
- Assist in ensuring that the children/young people attending the group have access to a full and varied programme of educational and social-education activities and that these activities within reason fully reflect their needs and wishes and that they comply with EYFS and Ofsted requirements
- Ensure the safety and well-being of the children/young people at all times
- Ensure you are aware of all emergency and safety procedures relating to individual and/or group need
- Assist in maintaining administration, registers, membership forms etc. as required for both Health & Safety purposes and the smooth running of the group including appropriate risk



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assessments. To ensure regular observations and learning stories are kept up to date

- Be aware of the developments within this type of work both locally and nationally and use these to the full benefit of the children/young people involved in the project

Internal Processes and Systems

- To ensure all policies and procedures are adhered to
- To ensure confidentiality at all times and be aware of safeguarding procedures

General

- Work positively and productively with the other members of the team to develop the highest quality overall provision
- To maintain key relationships to high standards at all times
- Participate in regular supervision and appraisal and participate positively in any agreed training
- To carry out any other duties as may be reasonably required and commensurate with the responsibilities of the post
- To undertake personal development and attend relevant training

The Benjamin Foundation fully embeds the Nurtured Heart Approach in all that it does and staff will adopt this approach as part of their practice.

The Benjamin Foundation reserves the right to alter the content of this job description following consultation, to reflect changes to the job or services provided without altering the general character or level of responsibility.

This post is subject to a full and satisfactory DBS disclosure.

Name of Job Holder:

Signed Job Holder:

Date:

Name of Line Manager:

Signed Line Manager:

Date:



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Early Years Practitioner Level 2 Person Specification

Criteria	Details	Essential	Desirable	Assessed
Qualifications	Level 2 Qualification or above in Play work or Early Years Development	E		Certificate Application References
	Qualifications in child protection, First Aid, Basic food catering		D	Certificate Application References
Experience	Experience of working in a play work setting		D	Application Interview References
	Experience and knowledge of the play work principles and Ofsted requirements	E		Application Interview References
	Experience of working with children aged 0 to 5	E		Application Interview References
Knowledge & Skills	A good working knowledge of the play work and early years requirements	E		Application Interview References
	A knowledge of the EYFS	E		Application Interview
	An understanding of the developments within the sector	E		Application Interview
	A good understanding of appropriate Professional Boundaries	E		Interview Reference
	A working understanding of the school environment	E		Interview Reference
Personal Qualities	A determination to provide a high quality of service	E		Interview Reference
<i>Thoughtful</i>	To be attuned to the needs of those aged 0-5 and responsive to these needs	E		Interview
<i>Energetic</i>	To mirror, match and enjoy the energy displayed by the children at the nursery	E		Interview
<i>Flexible</i>	To be able to work a range of shifts covering for staff absent on leave, on training or unwell, sometimes at short notice	E		Interview
	To carry out a wide range of tasks in the workplace	E		Interview
<i>Fun</i>	To enjoy spending time with the children at the nursery as they	E		Interview



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	learn in a structured but fun filled environment			
<i>Kind hearted</i>	To be a thoughtful colleague and team member	E		Interview
	To relate well to children when they are nervous, worried, upset etc	E		Interview
	Honesty, fairness and a commitment to the service	E		Interview References
	The ability to work as a team	E		Interview References
	To be Hard working, flexible and able to demonstrate common sense	E		Interview References
<i>Nurturing</i>	Commitment to using the Nurtured Heart Approach [®] and ensuring other use it	E		Application Interview
Additional	The willingness to contribute to the wider Benjamin Foundation success story	E		Interview
	Commitment to equality and diversity policy of The Benjamin Foundation	E		Interview
	A willingness to undertake training appropriate to the post	E		Interview
	A sense of humour	E		Interview