

Welcome to The Benjamin Foundation



The Benjamin Foundation



Thank you for your interest in joining The Benjamin Foundation staff team

If you have any questions regarding this vacancy, please contact
our HR Department by email at
recruitment@benjaminfoundation.co.uk or on 07881 012553.



About us

For over 25 years' children, young people and families across Norfolk and Suffolk have been supported by The Benjamin Foundation to overcome big challenges in their lives.

Each night we accommodate 100 vulnerable young people, equating to over 40,000 safe nights sleep a year for local young people. They can finally feel safe from youth homelessness. We are proud to be the regional partner for the End Youth Homelessness campaign.

Each week 150 young people access our emotional wellbeing support. In the last year this equates to 7,500 emotional wellbeing support sessions improving their mental health, increasing their self-esteem and to finally feel understood.

Each year over 250 young people attended our youth work in the community to gain new life skills, expand their horizons and finally feel confident

Overall 2,000 local children and young people every year finally feel hopeful of a better future because of the work of The Benjamin Foundation.

The Benjamin Foundation are deeply connected to the local community, employing over 220 people in Norfolk and Suffolk

For more information about The Benjamin Foundation visit www.benjaminfoundation.co.uk



Early Years Practitioners– Level 2 - 3

Ditchingham Day Nursery

£10.00 per hour

Various shifts available – nursery is open 8am – 6pm

Fixed term for 12 months – Part Time or Full Time Hours

Permanent sessional contracts also available

Plus Employee Pension Scheme, Employee Assistance Programme, Generous Annual Leave, Discretionary Sick Pay and other benefits

Please state on your application which days/times you are available.

Are you looking for an exciting new challenge to work within a charity that provides support and opportunities to children and families?

Rated 'Good' by Ofsted in July 2017, Ditchingham Day Nursery provides full day childcare in a lovely rural setting near Bungay on the Norfolk/Suffolk border. There's a warm and welcoming environment to ensure children and their parents or carers feel safe, valued and happy, and we provide activities to enhance children's social and learning skills which cover all areas of the Early Years Foundation Stage with activities planned around the interests of the children. The nursery is working towards The Curiosity Approach and we follow "in the moment" planning.

We are looking for a qualified, enthusiastic, dynamic person who is 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 obtain an application form, visit <http://benjaminfoundation.co.uk/vacancies>
OR email recruitment@benjaminfoundation.co.uk

Closing Date: Ongoing

Interview Date: Candidates will be required to take part in an online Safer Recruitment Interview and a Selection Interview in Ditchingham (dates TBC)

Early Years Practitioner Level 2-3

Job description

Job title:	Early Years Practitioner Level 2 -3
Employer:	The Benjamin Foundation
Location:	Ditchingham Day Nursery – Ditchingham
Contract:	Fixed term for 12 months, part time or full time. Permanent sessional contracts also available
Salary:	£10.00 per hour
Hours of work:	Various hours available. Nursery is open Monday – Friday 8am – 6pm
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
- 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

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 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:

Early Years Practitioner Level 2 -3 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 learn in a structured but fun filled environment	E		Interview	
<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