



## Ditchingham Day Nursery Early Years Practitioner Level 2-3

### Job description

<b>Job title:</b>	Early Years Practitioner Level 2 -3
<b>Employer:</b>	The Benjamin Foundation
<b>Location:</b>	Ditchingham Day Nursery – Ditchingham
<b>Contract:</b>	Permanent, part-time
<b>Salary:</b>	Point 16
<b>Hours of work:</b>	4 days per week. Nursery is open Monday – Friday 8am – 6pm
<b>Department:</b>	Early Years
<b>Reporting to:</b>	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:**



## Ditchingham Day Nursery Early Years Practitioner Level 2-3

### Person Specification

Criteria	Details	Essential	Desirable	Assessed
<b>Qualifications</b>	Level 2 Qualification or above in Play work or Early Years Development	<b>E</b>		Certificate Application
	Qualifications in child protection, First Aid, Basic food catering		<b>D</b>	Certificate Application
<b>Experience</b>	Experience of working in a play work setting		<b>D</b>	Application Interview
	Experience and knowledge of the play work principles and Ofsted requirements	<b>E</b>		Application Interview
	Experience of working with children aged 0 to 5	<b>E</b>		Application Interview
<b>Knowledge &amp; Skills</b>	A good working knowledge of the play work and early years requirements	<b>E</b>		Application Interview
	A knowledge of the EYFS	<b>E</b>		Application Interview
	An understanding of the developments within the sector	<b>E</b>		Application Interview
	A good understanding of appropriate Professional Boundaries	<b>E</b>		Interview
	A working understanding of the school environment	<b>E</b>		Interview
<b>Personal Qualities</b>	A determination to provide a high quality of service	<b>E</b>		Interview
	To be attuned to the needs of those aged 0-5 and responsive to these needs	<b>E</b>		Interview
<i>Thoughtful</i>				
	To mirror, match and enjoy the energy displayed by the children at the nursery	<b>E</b>		Interview
<i>Energetic</i>				
	To carry out a wide range of tasks in the workplace	<b>E</b>		Interview
<i>Fun</i>				
	To enjoy spending time with the children at the nursery as they learn in a structured but fun filled environment	<b>E</b>		Interview
<i>Kind hearted</i>				
	To be a thoughtful colleague and team member	<b>E</b>		Interview
	To relate well to children when they are nervous, worried, upset etc	<b>E</b>		Interview

	Honesty, fairness and a commitment to the service	E		Interview
	To be Hard working and flexible	E		Interview
<i>Nurturing</i>	Commitment to using the Nurtured Heart Approach <sup>®</sup> and ensuring other use it	E		Application Interview
<b>Additional</b>	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