

# 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](mailto: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](http://www.benjaminfoundation.co.uk)



## **Early Years Practitioner Level 3 – Room Leader**

### **Salary Range £22,275.50 - £23,244.00 Per Annum**

**37.25 hours per week Mondays to Friday only**

**Plus Employee Pension Scheme, Generous Annual Leave Entitlement, Discretionary Company Sick Pay, Employee Assistance Programme & other benefits**

The room leader is a qualified childcare professional with the responsibility for the day to day running of their room. They perform an important role caring for children, maintaining a high quality, stimulating learning environment, supervising staff and imparting their knowledge and skills to others. They are creative and reflective leaders able to implement new ideas and use a range of strategies to continually improve practice and support the management team.

The Benjamin Foundation embeds the Nurtured Heart Approach<sup>®</sup> 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/vacancies>  
OR email [recruitment@benjaminfoundation.co.uk](mailto:recruitment@benjaminfoundation.co.uk)

**Closing Date: TBC**

**Interview Date: TBC**

## Early Years Practitioner Level 3 Room Lead

### Job description

<b>Job title:</b>	Early Years Practitioner Room Lead Level 3
<b>Employer:</b>	The Benjamin Foundation
<b>Location:</b>	Location on application
<b>Contract:</b>	Permanent, full time
<b>Salary:</b>	Salary Range £22,275.50 - £23,244.00
<b>Hours of work:</b>	37.25 Monday to Friday (Shifts 8-4 or 10-6)
<b>Department:</b>	Early Years
<b>Reporting to:</b>	Setting 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 awareness 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 3 – Room Leader

### Person Specification

Criteria	Details	Essential	Desirable	Assessed
<b>Qualifications</b>	Level 3 Qualification or above in Early Years Development	<b>E</b>		Certificate/ Application
	Qualifications in child protection, Paediatric First Aid, food hygiene		<b>D</b>	Certificate/ Application
<b>Experience</b>	Experience of leading nursery groups		<b>D</b>	Application/ Interview
	Experience and knowledge of the Ofsted requirements	<b>E</b>		Application/ Interview
	Experience of working in an evidence-based intervention service	<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 needs of nursery children	<b>E</b>		Application/ Interview
	An appreciation of the work of the voluntary sector	<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
	Knowledge of Safeguarding procedures	<b>E</b>		Interview
<b>Personal Qualities</b>	A determination to provide a high quality of service	<b>E</b>		Interview
<i>Thoughtful</i>	To be attuned to the needs of those aged 0-5 and responsive to these needs	<b>E</b>		Interview
<i>Energetic</i>	To mirror, match and enjoy the energy displayed by the children at the nursery	<b>E</b>		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	<b>E</b>		Interview
	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
	To be a thoughtful colleague and	<b>E</b>		Interview

<i>Kind hearted</i>	team member			
	To relate well to children when they are nervous, worried, upset etc	<b>E</b>		Interview
	A commitment to the service	<b>E</b>		Interview
	The ability to work as a team	<b>E</b>		Interview
	To be Hard working and flexible	<b>E</b>		Interview
<i>Nurturing</i>	Commitment to using the Nurtured Heart Approach ® and ensuring others use it	<b>E</b>		Application/ Interview
<b>Additional</b>	The willingness to contribute to the wider Benjamin Foundation success story	<b>E</b>		Interview
	Commitment to equality and diversity policy of The Benjamin Foundation	<b>E</b>		Interview
	A willingness to undertake training appropriate to the post	<b>E</b>		Interview