

Early Years Practitioner – Level 3

Job Description

Responsible to: Deputy Manager

Main purpose of the role: To follow the current policies, procedures and legislations from the EYFS and that the Green Roots philosophy is abided by. To be a good role model to the children ensuring they are always safe and well looked after.

Key responsibilities

Childcare and Education

- To understand and follow the statutory guidelines for the Early Years Foundation Stage
- To follow current policies and procedures
- To self-evaluate your practice to ensure Green Roots high quality standards and ethos are met at all times
- To implement the Early Years Foundation Stage curriculum, delivering high quality early learning environments, resources and experiences for the children inside and out
- Plan and carry out activities based on the children's interests, next steps and personal development, and record progress in their Learning Journey
- Undertake observation and assessment of children and track their progress and ensure that play opportunities provided are structured to support each individual child's needs to enable children to explore and develop.
- To ensure high quality interaction with children both inside and outside
- Employ good practice with regards to additional needs and inclusion
- Develop a positive and professional relationship with all parents
- To work together with outside agencies to support the child's individual needs in line with the company policies and procedures
- A Key Person role with specific responsibility for a group of infants and young children attending the setting and ensure effective implementation of the key person system
- To build strong relationships with and observe key children on a regular basis and feedback any relevant information to the Deputy Manager
- Caring for all round daily needs of the children to enhance their physical, intellectual, social and emotional development. Encouraging co-operation and promote positive behaviour

Health and Safety

- To undertake and share responsibility for health and safety, ensuring that the children are always safe and well looked after
- To adhere to Green Roots policies and procedures, including emergency and security procedures, lost child, critical incident, fire drill procedures and safeguarding
- To raise child concerns in relation to safeguarding and liaise with external agencies to support any additional needs
- To administer medication in line with current Green Roots Policies and Procedures
- Always operate the highest standards of hygiene and cleanliness in the nursery
- Ensure risk assessments are carried out to prevent accidents, and act upon any recommendations given
- To ensure accidents and incidents within the establishment are dealt with in line with legislation, policies and procedures and reported to the Deputy Manager or Manager
- Ensure rooms are kept clean and tidy, taking care of toys and equipment, ensuring they are stored safely and correctly and advise Deputy Manager when toys and equipment need replacing or repairing

Operational

- To follow current legislation regarding the Early Years Foundation Stage
- To ensure confidentiality is maintained in Green Roots
- To display a positive and professional image of Green Roots nurseries at all times
- To keep up to date with paperwork, and manage time efficiently
- Support the development of the nursery by actively seeking ways to improve the nursery and share ideas with the Deputy Manager or Manager.

Team

- Work with others, often as a supervisor, or even mentor new starters that join early years as a career such as apprentices.
- To work positively and effectively as part of a team
- To attend regular team meetings
- To undertake regular training as part of continual professional development
- To share ideas of how practice can be improved and feedback from external training courses

Communication

- To develop and maintain a positive, professional partnership with parents, providing detailed handovers
- To communicate effectively with colleagues and other professionals, ensuring policies and procedure are followed
- To talk and interact with the children effectively
- Confident to sing and rhyme with children throughout the day
- To maintain a good level of communication to the Deputy Manager on everyday occurrences within the establishment

General

- Be committed to ongoing professional development
- To undertake other duties as reasonably requested by the Senior and Lead Practitioners and Management

Person Specification

QUALIFICATIONS & EXPERIENCE

Essential Criteria

- A childcare and education qualification equivalent to Level 3
- Level 2 English and maths qualifications (for example, Functional Skills or GCSEs)
- To hold a current First Aid Certificate
- Current safeguarding training

Desirable Criteria

- Experience of working with children aged 0-5 years
- Experience of planning for children's individual needs and next steps using the EYFS framework

KNOWLEDGE

Essential Criteria

- To understand the EYFS Framework
- To have a good knowledge of child development and the key person role
- knowledge of planning for children's individual needs and next steps using the EYFS framework
- Knowledge of all Green Roots policies, procedures and ethos

SKILLS AND ABILITIES

Essential Criteria

- To communicate effectively through written and verbal communication
- Respect all cultures of colleagues, children and families
- Ability to work individually and as part of a team
- The ability to be self-reflective on nursery practise to raise quality standards
- Self-motivated and a positive attitude
- Ability to use own initiative
- Kind and caring nature

OTHER

Essential Criteria

- A willingness to learn undertake further relevant training
- A DBS check

Desirable Criteria

- Full, clean UK driving license

To apply, please complete and return the attached form with your CV to hello@green-roots.com



Application form

Application for the post of	
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Preferred working arrangements

Full time	Part time	Permanent	Temporary	Voluntary/Work placement
If part time, temporary or voluntary please provide details of your availability				

Name		Date of birth	
Address			
Phone number			
Email address			
National Insurance Number			

References

Please give the names and full addresses of two people who can verify or confirm your employment record. One must be your line manager at your current/last employer. Please do not use relatives, partners or friends as referees.

Name	
Position held and relationship	
Organisation name and address	
Telephone no	
Email address	

Name	
Position held and relationship	
Organisation name and address	
Telephone no	
Email address	

May we contact you referees prior to appointment? Y/N

Qualifications achieved (start with the most recent):

Secondary Schools, Colleges, Universities	From	To	Brief details of course and qualifications taken	Grade

Qualifications currently being studied

Secondary Schools, Colleges, Universities	From	To	Brief details of course and qualifications taken	Grade

Professional or other qualifications, apprenticeships, memberships of professional organisations:

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Other training you have received which you consider relevant:

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Other Employment

Please note any other employment that you would continue with if you were to be successful in obtaining this position.

Employment history

Most Current Job

Name and address of last/current employer	
Month and year started with them	
Month and year left them (if applicable)	
Job title	
Basic salary per annum	
<u>Brief description of duties</u>	
At a later stage we will be getting a reference from this employer, please estimate how many sick days you have had in the past 2 years	
Notice period	
<u>Reason for leaving?</u>	

Other employment/career history starting with the most recent:

Please give your full employment history; accounting for any gaps (please continue on a separate sheet of paper if necessary).

Post	From	To	Employer/organisation name and address	Reason for leaving

Please give details of other interests, including involvement in voluntary organisations, which you consider relevant

Experience/relevant skills

Having read the job description and person specification, please state how your experience and achievements to date would make you a suitable candidate for this post. You should address each criteria detailed on the person specification and provide examples of how you meet these.

If you need to continue beyond this page of the form, please use A4 sized white paper.

How often do you interact with children (ie cousins, nieces, nephews)

Daily	Several times a week	Weekly	Occasionally	Never

How many children do you have?

What was your last act of random kindness?

Why do you want to work for Green Roots?

The following questions on this page only need answering if you are applying for a childcare role.

How will you ensure that you provide the highest standards of childcare at Green Roots?

How will you build your relationship with the children and parents?

What qualities do you think make a good childcare practitioner?

If a child fell over and banged his head and grazed his face, what action would you take?

If you witness 2 children squabbling over a toy what would you do?

How did you hear about this post?

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Do you have a driving license?	Groups					No
	expiry date					
	details of endorsements					
Do you have access to a vehicle?	Yes	No	Do you have access to public transport?	Yes	No	
Do you have any relationship (i.e. family, friends) with anyone working for Green Roots?	Yes				No	

Special Requirements (Care Sector)

Because this position involves the care of children employment is dependent on the following:

1. An enhanced DBS certificate with barred list check
2. If lived or worked outside the UK further checks may be considered appropriate
3. Verification of professional qualifications, as appropriate and including Teacher Checks
4. Proof of identity
5. Two satisfactory written references
6. Evidence of physical or mental suitability for your work
7. Right to work in the UK

Do you authorize us to obtain any necessary information in connection with this application for employment?	Yes	No
Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)	Yes – please provide details	
Are you on either of the 2 lists banning you from working with children or vulnerable adults imposed by the Independent Safeguarding Authority?	Yes - please provide details	
Are there restrictions on you taking up Employment in the UK?	Yes - please provide details	

Data Protection

We are aware of our obligations under data protection legislation, including the obligation to collect only the data that is required for our specific purpose. The information collected in this application form is specific to our recruitment exercise and necessary for the performance of the role that you have applied for.

If you are recruited for the role you have applied for, or any other role you are offered by us, the information provided will then be used for the purposes of your employment with us, together with further information collected upon recruitment for those purposes.

We will treat all personal information about you with utmost integrity and confidentiality. Our policies sets out our approach to ensuring that your data is processed in line with the data protection principles within current data protection legislation.

Our privacy notice gives you information on, amongst other things, the data we will hold about you during the recruitment exercise and what we use it for.

Our Privacy Notice and policies for Record Retention, Access and Storage of Information and Data Protection and Confidentiality are on our website www.green-roots.com If you have any queries please contact Gemma Lawson by emailing hello@green-roots.com.

Declaration (Please read this carefully before signing this application)

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor. I agree that the organisation reserves the right to require me to undergo a medical examination. In addition, I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the General Data Protection Regulation.
3. I agree that should I be successful in this application, I will, if required, apply for a disclosure of criminal records. I understand that if I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.
4. I understand that Green Roots may process, by means of a computer database or otherwise, any information which I provide to it, for the purpose of employment with company.

Signed		Date	
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Thank you for taking the time to complete this form, please return along with your CV to;

Green Roots
231-233 Main Road
Southbourne
Hampshire
PO10 8JD

hello@green-roots.com