

Broadway and Towerview Playschool



within Apple Vale Children's centre, Leamington Road, Broadway, WR127BD.

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EARLY YEARS PRACTITIONER APPLICATION PACK



PERSON SPECIFICATION: Early years Practitioner at Broadway & Towerview Playschool

Factors	Essential	Desirable
Qualifications	<p>Full and relevant early years level 2.</p> <p>Child protection/safeguarding training.</p>	<p>and/ or willing to work towards Level 3 qualification.</p> <p>First aid (12-hour paediatric) training.</p> <p>Health and safety training.</p> <p>Equal opportunities training.</p>
Experience, Knowledge and understanding	<p>Experience, knowledge and understanding of the Early Years Foundation Stage Framework.</p> <p>Complete knowledge and experience of child protection and safeguarding procedures.</p> <p>Understanding of child development and of children’s needs.</p> <p>Commitment to equal opportunities and understanding of religious and cultural diversity. To uphold British values and culture.</p>	<p>At least 2 years of working in early years environment.</p> <p>Experience of planning and implement a pre-school curriculum and assessment system.</p> <p>Ability to work with parents and encourage their involvement.</p>

Broadway and Towerview Playschool



Factors	Essential	Desirable
Competencies	<p><u>The Early Years Practitioner will be able to:</u></p> <p>Enjoying working with and supporting children learning through play at their own level.</p> <p>Support a happy, challenging and effective learning environment.</p> <p>Help plan and deliver interesting activities and learning opportunities that meet the needs of all the children in the setting.</p> <p>Be able to support children kindly and with respect.</p> <p>Develop good working relationships with all the staff team members.</p> <p>Develop close relationships with families-parents and carers while understanding confidentiality.</p> <p>Communicate effectively (both orally and in writing) to a variety of people and professionals.</p> <p>Demonstrate an ability to work in a busy, demanding environment.</p> <p>Demonstrate an ability to model and promote safe working practice.</p> <p>Demonstrate an ability to maintain confidentiality at all times.</p> <p>To keep abreast of all childcare legislation.</p> <p>Demonstrate an understanding and commitment to equal opportunities.</p>	<p>.</p>
Personal qualities	<p>Enjoy working with children of this age group.</p> <p>Warm, welcoming and enthusiastic.</p> <p>The ability to communicate and listen effectively.</p> <p>Reliable, organised, punctual and motivated.</p> <p>Has the ability to support the positive Playschool ethos.</p>	



JOB DESCRIPTION

Job Title: Early Years Practitioner

Responsible to: Daily Supervisors and Team Leader

Purpose of job:

- To work as an Early Years Practitioner and as part of the Playschool team under the direction of the daily Playschool Supervisor.
- To maintain a safe environment, with high quality education and care for young children and to implement daily care routines.

Hours of work: Flexible and related to the numbers of children on the books.

Pay: Starts at basic rate of pay and increases dependent on time served and acquisition of relevant qualifications.

Probationary period: One academic term.

Broadway and Towerview Playschool



MAIN DUTIES:

1. To assist with planning and delivery of Early Years Foundation Stage curriculum.
2. To help to set up the playroom for the daily programme and to help tidy away at the end of the session.
3. To observe, record, plan next steps and make 'Learning Journeys' of the children's play and development , liaising closely with parents/carers and ensuring each child's needs are recognised and met.
4. To advise the supervisor of any concerns e.g. over children, parents or the safety of equipment, preserving confidentiality as necessary.
5. To guide and support children, offering an appropriate level of support and stimulation. To use positive reinforcement and other good practices to support behaviour.
6. To share responsibility for ensuring the health, cleanliness and safety of the children and their environment at all times.
7. To ensure the highest of hygiene and cleanliness standards during care routines e.g. nappy changing and food preparation.
8. To adhere to Broadway & Towerview Playschool Code of Ethics.
9. To attend evening staff meetings [at least 2 per term].
10. To attend at 2 training courses and relevant meetings a year.
11. To support student practitioners on work placements.
12. To keep completely confidential any information regarding the children, their families or other staff gained as part of the job.



13. To understand and adhere to the setting's safeguarding/ child protection policies and follow procedures to keep children safe and secure and ensure that others at the setting are adhering to the policy (Whistle blowing' Policy).
14. To read and understand POLICIES & PROCEDURES with special reference to 'Health & Safety and Food Safety – and to watch the Food Safety DVD – and to complete H&S induction
15. Maintaining accurate and effective children's records.
16. Working in partnership with the setting Special Educational Needs Coordinator (SENCO) and other agencies and professionals as appropriate e.g. Speech and Language Therapist (SALT), Ofsted, Children's Centre staff etc.
17. To demonstrate good practice in supporting children with additional needs and inclusion.
18. To carry out and meet the requirements of the Key Person role to a high standard.
19. In the Key Person role, create positive working relationships and partnerships with parents and to promote parental involvement.
20. To learn about and keep abreast of developments in early years childcare and education.

OPERATIONAL:

21. To ensure policies and procedures for the day-to-day running of the setting are adhered to, including all record keeping.
22. To work with other colleagues as a team to ensure the highest standards of care and education are provided for all the children in the setting.
23. To demonstrate a flexible approach to day-to-day duties to ensure smooth running and operation of the setting.
24. To work with the Leader during inspections and to assist in implementing any recommendations given by any regulatory body.

Broadway and Towerview Playschool



NB: This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them. It is subject to full background checks and DBS checks & update service.

