

**First Steps Enterprise Limited & First Steps Children Centre  
(Farnborough Road Children's Centre)**

**Job Title: Early Years Practitioner (with 1-to-1 Support)**

**Pay: Range from £7.95 to £8.64,  
(Depending upon qualifications and experience)**

**Hours: 20 hours per week / term-time only**

**Period: 2<sup>nd</sup> January 31<sup>st</sup> August 2017 / term-time only, with  
extension likely**

We are looking for a dedicated person to deliver high quality childcare for the centre's 2-year-old childcare provision offer, with an emphasis on delivering some one-to-one support for a child with additional needs. An early years/childcare qualification at level 2/3 will be required.

**Aims of Post**

- To deliver high-quality support for a child with additional needs in the setting's two-year-old-nursery
- To deliver high quality childcare in the on-site nursery as part of the schools new 2-year-old childcare provision offer, promoting parent & child interaction and the development of the child.

**Responsible to:**

- **Day-to-day – Lead Childcare Practitioner and Children's Centre Manager**
- Employer – First Steps Enterprise Managing Director

**Responsible for:**

- N/a

**Main Responsibilities**

- To deliver high-quality support for a child with additional needs in the setting's two-year-old-NURSERY,
- To ensure the individualised support enables the child to benefit from the highest possible integration in the setting, and that development and learning opportunities are maximized.
- To be part of the team delivering high quality early years/childcare in the on-site nursery as part of the centre's new 2-year-old childcare provision offer, promoting parent & child interaction and the development of the child, in line with Ofsted and Early Years Foundation Standard
- To maintain records of key children under guidance from key staff, especially the child with additional needs supported.
- To assist in the setting up and clearing of rooms for activities, including preparing snack and creating and updating wall displays.
- To work as part of the children's centre team to ensure a welcoming and friendly environment for children and families at all times.
- To provide regular feedback to parents about their child's development and progress.

- To ensure the data & record keeping requirements of the children's centre are adhered to.
- To build and maintain positive relationships with children, staff, parents/carers and line management
- To work within the framework of Safeguarding Children and Child Protection policy and procedures
- To deliver services within a fully inclusive equal opportunities framework
- To carry out his/her duties with full regard to the setting's Health and Safety and confidentiality policies and procedures

#### **Other Information**

- Physical Demands The work requires normal physical effort. It may occasionally involve lifting and handling of play equipment and other resources and to be involved in practical activities and the physical care of young children.
- Working Conditions Sessions are mainly Children's Centre based, but staff will also be expected to attend other venues to support services or attend training.
- General The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties which may be required from time to time. Any such duties should not, however, substantially change the general character of the post.

#### **Disclosure and Barring Service (DBS, formerly CRB) and Other Checks**

- A full enhanced DBS disclosure will be undertaken and any adverse findings could result in any offer of employment being withdrawn.
- Previous employer references will be requested
- Qualification checks will be undertaken
- Eligibility to work in UK
- Other checks may be undertaken

## **PERSON SPECIFICATION – ESSENTIAL (or working towards)**

### ***Qualifications***

- At least NVQ level 2 in Early Years/acceptance equivalent qualifications as a minimum; level 3 preferred
- A current first aid certificate (can be arranged if expired) and willingness to be an appointed person in first aid administration
- Food Safety certificate (can be arranged if expired)
- Willingness to participate in relevant training and development opportunities

### ***Experience***

- Good experience working or volunteering in an Early Years setting
- Good experience of working with children with additional needs

### ***Skills/Knowledge/Aptitudes***

- Ability to work effectively with colleagues in the delivery of high quality provision.
- Ability to build and maintain positive relationships with children and parent/carers in order to meet individual needs of children, especially children (and their parents/carers) with additional needs
- Good communication, interpersonal and organisational skills.
- Experience of working within or implementing effective key worker systems.
- Good understanding of barriers faced and support required for children with additional needs
- Good understanding of Development Matters in the Early Years Foundation Stage framework.
- Thorough knowledge of all aspects of child development and an understanding of the range of factors affecting development.
- Ability to promote a positive ethos and role model positive attributes
- Good personal numeracy and literacy skills
- Awareness of inclusion, especially within a setting
- Effective use of ICT to support learning
- Able to demonstrate an up to date knowledge of current developments and legislation relating to early years education and childcare.
- Knowledge and understanding of child protection issues, practices and procedures.

### ***Team Working***

- Demonstrates a non-judgemental approach to values, views and needs of others. Sees other people's point of view and encourages and respects views that are different from own. Takes time to get to know people and how they operate.

### ***Adaptability***

- Supports the change process, remaining positive during times of change. Willingly co-operates with others and highlights potential problems in a positive and supportive way.

***Professional Values and Practice***

- Ability to build and maintain successful relationships with children and adults, treating them consistently, with respect and consideration.
- Ability to work collaboratively with colleagues both within school/Children's Centre and other organisations.
- Ability to improve own practice through observations, evaluation and discussion with colleagues.
- High expectations of all children; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their early year's development.
- Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice.
- Able to liaise sensitively and effectively with parents and carers, recognising their role their child's learning.
- Able to improve their own practice through observations, evaluation and discussion with colleagues

***Special Requirements***

- Able to work flexible hours which may include across both sites.

(\* denotes desirable)

**OTHER DETAILS**

- Wage: between £7.95 and £8.64 per hour, depending upon qualification and experience. A Level 2 minimum with additional needs experience would be from £7.95 per hour; a level 3 with experience would be from £8.50 per hour.
- 20 hours per week
- Term-time only over from 3<sup>rd</sup> January 2016 to 31<sup>st</sup> August 2016, with extension beyond this likely, subject to funding and progress. Annual leave based on number of hours worked per week and over the contract fixed-term period. This is done on a pro-rata basis of 25 days leave/175 hours. It cannot be taken in term-time. It is added to the wage. The wage is then divided into equal payments over the contract period.
- Pay is fortnightly, but one week in arrears.
- Place of work: First Steps Children's Centre. There are two venues – Farnborough Road Children's Centre, with is the main base for this post, and Kings Meadow Children's Centre, where some work may be necessary. Flexibility will be required.
- Fixed-term in line with offer letter. Any extension beyond this period is not confirmed and is subject to funding and commissioning arrangements
- This post is funded through the placement children centre
- The post is subject to all checks highlighted above
- The post is subject to a 12-week probationary period