



Little Lambs Kindergarten,
St. Helen's church hall,
Hangleton way,
Hangleton, Hove.
BN3 8ER

Job description:

Kindergarten Early Years Practitioner

Job Title: Early Years Practitioner

Responsible to: Managing directors: Lisa Bryant and Eva Placey

Purpose of Job: To work as a key person. Providing support, care and encouragement to your key children providing them opportunity to access and participate in activities and environment learning and developing through play.
To work as part of the kindergarten team under the direction of the Senior Management Team (Managers and Supervisors). To provide safe, high quality education and care for young children which meets the individual needs of the children attending the setting.

Main Duties:

1. To participate in the planning of the curriculum using the revised Early Years Foundation Stage 2012(EYFS) curriculum for guidance.
2. To help set up the learning environments (inside and outside) for the daily programme and to help tidy away and organize at the end of the session.
3. To act as key person to a specific group of children, liaising closely and building an effective relationship with parents/ carers and ensuring the children's needs are recognised and met. This includes a minimum of termly* consultations with parents/ carers to share and discuss child learning journals / profiles, and to plan further developmental targets. The Key worker must also carry out half termly written observations and 2 year progress checks when applicable. *Key workers may need to meet with parents / carers more frequently, depending on the needs of the child/family.
4. To contribute to the planning within your group using the knowledge you have learned from making written observations of your key children. Ensuring that each child's interests and developmental targets are reflected in the planning of the environment, activities and outings.
5. To build strong relationships with your key children, getting to know them and their families well enabling you to support their individual needs.
6. Work in partnership, establish good communication and relationships with parents and carers, other family members and other support services involved with the child/family.
7. To attend meetings relating to the well being and development progress of the child.



8. To advise either of the managing directors or supervisors of any concerns e.g. over children, parents or the safety of equipment, **preserving confidentiality** as necessary.
9. To teach children, offering an appropriate level of support and stimulating play experiences.
10. To encourage children to use both indoor and outdoor environments, all year round.
Ensure children are supervised and supported indoors and outdoors at all times.
11. To ensure that children are kept safe and that you understand when to follow child protection procedures by attending regular in-house Safeguarding and child protection training and adhering to the Little Lambs Safeguarding and Child protection policies.
12. To support meal times within the setting.
13. To exercise a positive attitude and present as a consistent positive role model for the children.
14. To actively participate at team meetings (maximum of one hour fortnightly), supervision meetings and appraisal meetings.
15. To attend training courses as required and to take responsibility for your development.
16. To keep completely **confidential** any information regarding the children, their families or other staff, which is acquired as part of the job.
17. To be aware of and adhere to all the setting's operational policies and procedures, e.g. health and safety, fire precautions, dropping off and collection of children, food safety, cleanliness of the setting etc. These are provided during induction, on our website and available in the foyer and office areas at the setting.
18. To ensure that adequate records (child profiles, accident record etc.) are kept and updated regularly.
19. To promote the nursery to current parents and potential customers.
20. To undertake any other reasonable duties as directed by the kindergarten Managers, in accordance with the setting's business plan/objectives.

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.





Person specification

Essential criteria

- Willingness to learn and participate in relevant training specific to this role.
- Previous experience of working with young children.
- Sound knowledge of child development for children from birth to five years.
- Knowledge of the revised Early Years Foundation Stage (EYFS).
- Knowledge of child protection procedures.
- Excellent communication and team building skills.
- An understanding of play based approaches to children's learning and development.
- Early years care and education related training / qualification/s
- First Aid at Work qualification
- Safer Food handling qualification
- Commitment to equal opportunities.
- Commitment to working effectively with young children and families.
- Friendly and flexible approach at work which facilitates the development of effective relationships.

Desirable criteria

- Willingness to undertake further training.
- An understanding of play based approaches to children's learning and development. In particular the value of the outdoor environment in children's learning and development.

An enhanced Disclosure and Barring Service (DBS) check is required for this role. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.

