

**Lechlade Little Learners**

**Early Years**

**Practitioner**

**Application Pack**

**Early Years Practitioner**

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**Description of Role and Responsibilities**

Job title: Early Years Practitioner

Responsible to: Preschool Manager/ Deputy

Responsible for: Helping Pre-school manager and Pre-school staff with attending children

Purpose of the job: To work as a key person and as part of the pre-school team under the direction of the manager. To provide safe, high quality education and care for young children which meets the individual needs of children attending the setting.

**Personal responsibilities**

* Provide high quality care and activities for the children and to recognise both individual and group requirements in a secure, safe and stimulating environment.
* Ensure you are familiar with the key policies and procedures, especially safeguarding children, equal opportunities, behaviour management and health and safety.
* Work in partnership with early years professionals, for example Health Visitors and SEN services.
* Ensure parent issues and concerns are dealt with promptly and accurately. Ensure management are informed and consulted where relevant.
* Undertake other duties appropriate to the grade and character of the work as may reasonably be required by the Preschool.
* Never leave childcare location and put your colleagues at risk of being out of ratio – unless in case of emergency.
* Support co-ordinators such as SENCO in their roles.
* Attend training and development courses as directed by your Manager.
* To promote at all times good relations between staff members, parents and children, and promote the quality ethos of the preschool.
* To advise the Pre-school manager of any concerns eg. Over children, parents, staff members or safety of equipment, preserving confidentiality as necessary.
* To actively participate at team meetings, supervisor meetings, appraisal meetings and attend committee meetings, if required.
* To attend training courses as required and to take responsibility for your development.

**Childcare and curriculum**

* Deliver the Early Years Foundation Stage framework and any other appropriate guidance for young children in accordance with nursery policy and guidelines.
* Observe each child’s progress and report on achievements, looking for progression and continuity alongside the Early Years Foundation Stage.
* Understand and participate in the key person system. Ensure that all children’s profiles are up to date and maintained at the required quality level.
* Ensure you have a clear understanding of the settling of new children as well as the transfer of children from the setting to school.
* Ensure that you attend to the all-round daily needs of the children by enhancing their physical, intellectual, social and emotional development.
* Support the children in serving their own food, milk, drinks and snacks and encourage good nutrition and sociable eating.
* Assist children with intimate and personal care, including changing nappies, assisting with toileting and other associated welfare duties.
* Action and monitor all child safeguarding / protection issues / accidents to ensure that any remedial action is taken immediately. Ensure close monitoring of children about whom there are concerns.
* Carry out health and safety checks as required to ensure the setting is tidy, safe, clean and secure for children, staff, parents/carers and visitors
* Participate in free flow systems. This aids children’s development in self-assurance, independence, making choices and self-selecting.
* Maintain attendance registers.
* Acknowledge children’s birthdays.
* Ensure children have adequate access to the garden and outside trips.
* Accept and manage medicine into the preschool.

**Parent and carer responsibilities**

* Work in partnership with parents/carers, recognising that parents are their children’s first educators, and encourage parental involvement in the preschool.
* Ensure parents are familiar with the security and procedures surrounding drop off and collection. (Passwords etc.).
* Inform parents when their child is sick or not their normal self.
* Ensure you know what is going on at home that may have an effect on the child’s behaviour or mood when they are at preschool.
* Be vigilant and diplomatic if you feel that there is a safeguarding or protection issue pertinent to the child. Inform management if in doubt.
* Understand the cultural, religious, ethical or personal preference issues that some parents may have in relation to their child.
* Keep the management team informed of child absences or holidays.

**Room and premises responsibilities**

* To ensure the room is kept tidy and organised to allow for the efficient use of time and to maintain the high quality standards.
* To ensure resources, toys and equipment are organised, stored correctly, cleaned regularly and any breakages reported to the office.
* To clean obvious marks or spillages (doors, floors, walls etc) as soon as they happen, within reason.
* To ensure any signs pictures or displays that are fixed to the wall are tidy, appropriate and in keeping with the preschool.
* To make sure rooms, toilets and corridors are left tidy and cleared away at the end of the day to include children’s clothes and shoes, resources, cups, plates, utensils, food, drink etc.
* To ensure everything in the room that needs to be is appropriately labelled.
* To ensure that appropriate signage is displayed correctly e.g. fire evacuation.
* Answer the phone as appropriate.

***This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager.***

**Person specification**

*Essential criteria*

* Willingness to learn.
* Level 2 early year’s education and childcare qualification or equivalent or willing to work towards one.
* Previous experience of working with young children.
* Sound knowledge of child development for children from birth to five years.
* Knowledge of the Early Years Foundation Stage (EYFS).
* Knowledge of child protection procedures.
* Good communication skills.
* An understanding of play based approaches to children’s learning and development.
* 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.
* To support our policy of indoor and outdoor free flow provision.
* Willingness to undertake further training.

Desirable criteria

* Level 3 early year’s education and childcare qualification or equivalent.
* 2 day Paediatric First Aid.
* Specialist safeguarding qualification.
* Food Hygiene qualification.
* Previous supervisory experience.

**Application form**

Please complete this form in type or black ink. All questions must be answered in the boxes provided.

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| **Section 1 - Personal details** | | | | |
| Forename(s) |  | | Surname |  |
| Former name |  | | NI number |  |
| Home Address |  | | Home telephone |  |
| Mobile telephone |  |
| Email address |  | | | |
| Position applied for | |  | | |
| To comply with the Immigration, Asylum & Nationality Act 2006 we are required to check your eligibility to live and work in the UK. Please confirm that on request you will be able to provide this evidence. **Yes/No**  Please indicate if you are a national from a Non-European Economic (EEA) country. **Yes/No** | | | | |
| Are you related to or do you maintain a close relationship with an existing employee, volunteer or Committee Member of Little Learners? If so, please provide details. | | | | |

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| **Section 2 – Education/ qualification** | | | | |
| Qualifications achieved – start with the most recent | | | | |
| School, college, university | From | To | Brief details of course/ qualification | Grade |
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| Qualifications currently being undertaken | | | | |
| School, college, university | From | To | Brief details of course/ qualification | Grade prediction |
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| Other vocational qualifications, skills or training - Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied. | | | | |
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| **Do you hold a full and relevant CHILDCARE QUALIFICATION to deliver the EYFS?** | | | |
| Qualification |  | Where obtained |  |
| Date |  |
| If yes, please send a photocopy of your certificate with this application. | | | |
| Do you have a driving licence? **YES/NO** | | Do you have access to a vehicle? **YES/NO** | |
| Do you have reasonable access to public transport? **YES/NO** | | | |

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| **Section 3 - Current/ most recent employment** | | | |
| Employer |  | Current job title |  |
| Employer address |  | Date started |  |
| Date ended |  |
| Brief description of responsibilities | | | |
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| Reason for seeing other employment | | | |
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| Please state when you would be available to take up employment if offered | | |  |

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| **Section 4 – Previous employment and/ or activity since leaving secondary education** | | | | |
| From | To | Employer name and address | Post | Reason for leaving |
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| **Section 5 - Gaps in your employment**  If there are any gaps in your employment history, e.g. looking after children, sabbatical year, please give details and dates. |
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| **Section 6 - Suitability** |
| Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary. |
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| **Section 7 – Criminal records** | | | |
| An offer of employment is conditional upon Little Learners receiving an Enhanced Disclosure from the Disclosure and Barring Service (DBS) which is considered to be satisfactory. Little Learners applies for an Enhanced Check for Regulated Activity from the DBS (which includes a check of the Children’s Barred List) in respect of all positions at the pre-school which amount to regulated activity. It is unlawful for Little Learners to employ anyone who is barred from working with children.  If you are successful in your application, you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and/or code of practice published by the DBS.  The pre-school is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered "spent" under the Act) must be declared.  Have you ever been convicted, cautioned or reprimanded for a criminal offence? **YES/NO**  Is there any relevant court action pending against you? **YES/NO**  Have you ever received a caution, reprimand or final warning from the police? **YES/NO** | | | |
| **Section 8 – References** | | | |
| Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If your current/most recent employment does/did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. Little Learners intends to take up references from all shortlisted candidates before interview. | | | |
| Reference 1 | | Reference 2 | |
| Name |  | Name |  |
| Organisation |  | Organisation |  |
| Address |  | Address |  |
| Occupation |  | Occupation |  |
| Telephone No |  | Telephone No |  |
| Email |  | Email |  |
| May we contact prior to interview? **YES/NO** | | May we contact prior to interview? **YES/NO** | |

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| **Section 9 - Recruitment** |
| **Equality and Diversity**  It is Little Learner’s policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new appointments within Little Learners are subject to a probationary period.  **Childcare disqualification requirements**  In 2018 the Department for Education updated its guidance in relation to the Disqualification under the Childcare Act 2006 updated 2018 and Keeping Children Safe in Education 2020:  <https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006>  <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892394/Keeping_children_safe_in_education_2020.pdf>  This update requires early year’s providers, who provide care for children under the age of 8, to ensure that staff and volunteers working in these settings are not disqualified from doing so under the Childcare (Disqualification) Regulations 2009.  A person may be disqualified through   1. having certain orders or other restrictions placed upon them 2. having committed certain offences   If you are selected for interview we will require you to sign a self-declaration form confirming that you are not disqualified under those regulations from working in in childcares. |

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| **Section 10 - Declaration** | | | |
| I confirm that the information I have given on this Application Form is true and correct to the best of my knowledge.  * I confirm that I am not on the Children’s Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body. * I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence. * I consent to Little Learners processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process. * I consent to Little Learners making direct contact with the people specified as my references to verify the references.   Signed:  Date: | | | |
| *OFFICE USE ONLY* | | | |
| Received |  | Refs |  |
| Acknowledged |  | Handbook |  |
| Interview |  | DBS |  |
| Offer |  | Pension |  |
| Offer letter |  | Contract |  |
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