



**TITLE OF POST:** Early Years Practitioner

**LOCATION:** Howgill Family Centre, Cleator Moor and various settings

**HOWGILL MISSION STATEMENT**

Creating Opportunities for Children and Families

The Howgill Family Centre will work to build, healthier, safer communities where children, young people and families are valued, respected and encouraged to achieve their potential.

**PURPOSE OF POST:**

To assist in the delivery of quality early years sessions.

**RESPONSIBLE TO:**

The Board of Trustees is the legal employer for this post and exercises all the usual responsibilities attendant on this.

The Early Years Practitioner reports to the Early Years Setting Manager

**MAIN DUTIES:**

**Early Years**

To assist with the planning, organisation and maintain a learning environment appropriate to the developmental needs and interests of children in the varied sessional care, full day care and crèche sessions.

To help foster an environment where children's emotional and social development will flourish.

To assist the Early Years Setting Manager and Early Years Setting Deputy Manager where and when necessary and be guided by them in delegation of tasks and working arrangements.

To work as part of a team of providers of early years education and development sharing responsibilities where necessary.

To help provide within the setting, a balanced, structured curriculum paying due regard to current research on how children learn, and with particular reference to learning from first-hand experience, play and talk, and the development of appropriate skills and early literacy.

To be responsible by agreement for particular indoor and outdoor learning areas and activities, and to plan, prepare and display appropriate materials.

To encourage children to be independent in personal skills in feeding, changing and toileting supporting them where necessary

To attend and contribute to meetings and training sessions when required.

To be a key person for a group of children, to observe their learning and complete up to date profiles of children's development and progress working in partnership with parents and other members of staff.

To support children with additional needs in the settings as required.

To deputise for other posts when necessary.

To provide comfort for sick children and to administer First Aid in line with existing policies and legislation.

To administer medication when necessary, in accordance with the Nursery Policy.

To work with the students aiding in the development and supporting process.

To have a clear commitment to equality of opportunity for children and families.

To work closely with colleagues in children's services, health, schools and a range of other partner agencies in supporting a holistic approach to children and their families.

To assist with the keeping of registers, records and information required for evaluation purposes as required.

To be flexible to work in other nursery settings when required

### **Generic**

To comply with all the policies and procedures of the Howgill Family Centre.

To maintain strict confidentiality procedures at all times.

To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training activities.

To undertake Health and Safety duties commensurate with the post and/ or as detailed in the centres Health and Safety policy.

This post is subject to a criminal record check under the arrangements established by the Disclosure and Barring Service.

The duties described in the job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service and is consistent with Howgills Equal Opportunity Policy.

The job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which the post holder will be required to work. In the interests of effective working, major tasks will be reviewed from time to time to reflect the changing needs and circumstances. Such reviews and other consequential changes will be carried out in consultation with the post holder. The post holder will also be required to carry out such duties as may be determined from time to time to be within the general scope of the post.

