


<b>Profile Title:</b>	Early Years Practitioner	 <b>BARNSLEY</b> Metropolitan Borough Council				
<b>Reports to:</b>	Assistant Family Centre Manager					
<b>Employee Management:</b>	None	<b>Grade:</b>	3	<b>Profile Ref:</b>	47272	
<b>Purpose of the Post</b>						
To contribute to the planning, organising and provision of appropriate play and educational activities following children’s interests, promoting individualised learning opportunities and observing and assessing children regularly, adhering to all relevant policies and procedures and legislative requirements.						
<b>Responsibilities</b>						
<ul style="list-style-type: none"><li>• Be responsible for the supervision of children at play (indoor and outdoor) and at mealtimes, providing personal care to children whilst at the same time providing opportunities for them to develop their independence.</li><li>• Contribute to the planning and delivery of relevant and current curriculum frameworks.</li><li>• Take responsibility for planning, tracking and evaluating the learning and development of key children and setting individual targets.</li><li>• Contribute to creating a comfortable, safe, stimulating and nurturing environment which takes into consideration each family’s ethnic and cultural background and each child’s individual needs.</li><li>• Contribute to setting up and tidying up the provision before and after each session, leaving the centre clean and tidy.</li><li>• Operate an effective key person system, creating and maintaining partnerships with parents/carers and partner agencies encouraging their involvement and engagement in the centre’s work.</li><li>• Provide information to customers as required, including dealing with parents and report any safeguarding incidents or concerns in line with policies and procedures.</li><li>• Maintain accurate records and information in relation to centre activities including each child’s progress.</li><li>• Develop positive relationships with a variety of internal and external stakeholders including managers, employees, children, parents, carers and partnership agencies to ensure delivery of effective services and maintenance of communication links.</li><li>• Undertake a shared responsibility for health, safety, hygiene and cleanliness, adhering to all relevant policies, procedures and legislative requirements, as well as adhere to Safeguarding, equal opportunities and data protection policies and procedures.</li><li>• Undertake any other duties commensurate with the post as requested by management.</li></ul>						
<b>Education and Training</b>					<b>Measure</b>	<b>Rank</b>
<ul style="list-style-type: none"><li>• NVQ Level 3 in Childcare or equivalent qualification.</li></ul>					A	E

Relevant Experience	Measure	Rank
<ul style="list-style-type: none"> <li>Experience working in childcare settings.</li> <li>Experience working with children aged 0-5 years.</li> <li>Experience of multi-agency working.</li> <li>Experience of implementing and using current, relevant curriculum.</li> </ul>	A/I A/I/T A/I A/I/T	E E D E
General and Special Knowledge	Measure	Rank
<ul style="list-style-type: none"> <li>Knowledge of child development as well as up to date knowledge of good practice in early years' education and childcare.</li> <li>Knowledge of current legislation and initiatives relating to young children and families, Including the services provided by family centres.</li> <li>Up to date knowledge of relevant legislative and assessment body requirements and how to adhere to these including the Self Evaluation process.</li> <li>Up to date knowledge of legislative requirements in relation to Health and Safety, Fire Safety, Food Safety and First Aid.</li> <li>Knowledge of safeguarding and promoting the welfare of children and vulnerable adults.</li> <li>Understanding of quality improvement processes and accreditation.</li> </ul>	A/I A/I A/I A/I A/I A/I	E E E E E E
Skills and Abilities	Measure	Rank
<ul style="list-style-type: none"> <li>IT skills with the ability to use Microsoft packages.</li> <li>Excellent oral and written communication skills.</li> <li>Ability to engage appropriately with service users and families.</li> <li>Ability to communicate effectively with the public using a suitable level of fluency in spoken English, in line with the English Language requirement for public sector workers.</li> <li>Ability to work collaboratively with professionals and other organisations.</li> <li>Ability to co-operate and work as part of a team, including with those with different levels of experience.</li> <li>Good organisation and time management skills with the ability to work to deadlines and use own initiative.</li> </ul>	A A/I A/I A/I A/I A/I A/I	E E E E E E E
Additional Requirements	Measure	Rank
<ul style="list-style-type: none"> <li>Understanding of and commitment to promoting equal opportunities and anti-discriminatory practice to remove inequalities and meet the diverse needs of the community.</li> <li>Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the council.</li> <li>Willing to undertake training and continuous professional development in connection with the post.</li> <li>Work in accordance with the council's vision, priorities, values and behaviours.</li> <li>Able to undertake any travel in connection with the post.</li> </ul>	A/I A/I A/I I A/I	E E E E E