

## JOB DESCRIPTION



**POST:** Early Years Worker  
**HOURS:** 35 hours per week, all year round  
**SALARY:** £23,427.00  
**LOCATION:** Paradise Park Children's Centre  
**RESPONSIBLE TO:** Nursery Manager and Deputy

### PRIMARY JOB FUNCTION

- To be responsible, under the overall direction and management of the Nursery Manager and Deputies, for the implementation of programmes of learning and developmental work with children in line with the Early Years Foundation Stage.
- To develop and maintain excellent links with parents, carers and other agencies.
- To be alert to and act on concerns regarding any children's safety, health and well-being, acting in accordance with IPA's safeguarding procedures and child protection legislation.
- In addition to the above responsibilities, to take a lead role in one or more of the following areas:
  - a) Working with the Nursery Manager/Deputies on the standard of care and education in a specified room.
  - b) Working with the Nursery Manager/Deputies on an area of practice within the centre and /or its catchment area.
  - c) Working with the Nursery Manager/Deputies on the extended day or holiday provision.
  - d) To act as key worker for specific children.
  - e) Undertaking other development projects as requested.

### DUTIES AND RESPONSIBILITIES

1. To provide a stimulating environment, which ensures educational, social, emotional and physical developmental opportunities for children in groups.
2. To provide appropriate, planned, stimulating and inclusive educational and developmental opportunities for children with special educational and other needs, as required, within an integrated programme for the centre as a whole.
3. To provide support to a defined group of individual children as a key worker providing each child with continuity of care throughout the child's time at the centre, in partnership with their parent/carers, and leading on written observations and records about those children's progress and welfare and communicating to senior staff on duty and to parents as required.
4. To maintain high professional standards and levels of care and hygiene, for both children and resources.

5. To observe and be involved with the children in their activities, stimulating, encouraging and extending these activities.
6. To be aware of issues relating to children with special educational needs including physical disability, behavioural and learning difficulties. To help to ensure an atmosphere in which children with special educational needs are valued and respected and working positively with those who display discriminatory attitudes and behaviour.
7. To share with other members of the team responsibility for the preparation of the rooms and the outside area, checking equipment and ensuring maintenance of safe, creative and stimulating classroom environment.
8. To take part in day to day discussions concerning immediate issues and to contribute to forward planning and assessment of nursery practice/policy by regular meetings of the nursery team.
9. To promote the children's growth in independence and self reliance.
10. To maintain ongoing observation of all the children in the centre paying particular attention to children subject to Child Protection Procedures, including preparing the Centre's observational reports for case conferences.
11. To be alert to and act on concerns regarding any children's safety, health and well-being, acting in accordance with IPA's safeguarding procedures and child protection legislation.
12. To promote non discriminatory behaviour amongst the users and staff in keeping with the IPA's Equal Opportunities Policy, with particular regard for the eradication of racist, sexist and heterosexist practices, and those which discriminate against persons with special needs or disabilities.
13. To work with students on placement at the Centre, and where appropriate to encourage their participation in planning and developing activities with the children.
14. To help support the children's centre's work on parental and community involvement including possible outreach work, placement visits and contract meetings, during contracted hours.
15. To achieve agreed service outcomes and outputs, and personal appraisal targets, as agreed by the line manager.
16. To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.
17. To ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation. The nature of the job requires a high degree of initiative, confidentiality, tact and discretion when giving or receiving information, which could be confidential.
18. To carry out duties and responsibilities in accordance with the relevant Health and Safety Policy legislation.

19. To conduct yourself in a manner compatible with an organisation that works with children, promoting equalities and equal opportunities in all aspects.
20. To undertake other reasonable tasks as directed by your manager(s).

## PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job. It has been used to draw up the advert and will also be used in the short-listing and interview process for this post.

You should demonstrate on your application form how you meet the following essential criteria.

<b>Paradise Park Children's Centre</b>	
<b>Designation:</b> Early Years Worker	<b>Grade:</b> NVQ Level 3
<b>REQUIREMENTS</b>	
<b>EDUCATION and EXPERIENCE</b>	
<b>E</b>	Applicants must hold an NNEB Certificate, NVQ Level 3 - Childcare/Early Years Care, BTEC Nationals in Childhood Studies (Nursery Nursing) with suitable practice placements) OR equivalent qualification.
<b>D</b>	Early Years Teacher/Qualified Teacher Status
<b>E</b>	Demonstrable levels of numeracy and literacy equivalent to GCSE (A-C)
<b>E</b>	Experience of working with children, preferably in a day care or education setting.
<b>E</b>	At least one years experience of working with under fives
<b>KNOWLEDGE, SKILLS and ABILITY</b>	
<b>E</b>	Knowledge and understanding of good practice in working with young children, including their health, educational, social, cultural, emotional, developmental and physical needs.
<b>E</b>	An understanding of the importance of early learning through play.
<b>E</b>	Ability to contribute to written observations and records of children's development, which are used to plan individual and group programmes within the group setting.
<b>E</b>	Ability to work as a member of a team and contribute to resolving difficulties within the team setting.
<b>E</b>	Ability, as a member of a team, to plan and organise a play and educational environment, which is stimulating and imaginative for individual children and groups.
<b>E</b>	Ability, as a member of a team, to support children with special educational needs.
<b>E</b>	Ability to work within a multi-racial setting and to ensure that each child's racial identity is respected maintained and enhanced.
<b>E</b>	Understanding of and commitment to the IPA's Equal Opportunities Policy and commitment to putting it into practice.
<b>E</b>	Ability to understand the health and safety requirements of children's centres and the children and adults who use the building
<b>E</b>	Ability to foster and develop good relationships with parent/carers and, through recognising the expert knowledge they have about their children, work in partnership with them to participate in planning for their children.
<b>E</b>	Ability to establish and maintain good relationships with professionals and other agencies who have contact with the nursery.
<b>E</b>	Ability to model good practice for other staff.