



## HONEYCROFT JOB DESCRIPTION

<b>JOB TITLE</b>	Early Years 121 Support Practitioner
<b>PLACE OF WORK</b>	St. Barnabas Hall, Sackville Road, Hove
<b>CONTRACT</b>	Fixed term, until the end of August 2023
<b>HOURS</b>	Part time and full time available – approx.18hrs to 30hrs per week
<b>DAYS OF WORK</b>	days based on 121 child's session
<b>RATE OF PAY</b>	£9.50 to £10.25
<b>LINE MANAGER</b>	SENCO

### AIM OF POSITION

- To work as part of a team of staff in the delivery of exceptional play and care in the nursery, creating a safe and stimulating learning environment.

### ALL STAFF

1. To be committed to the aims and objectives, vision and values of Honeycroft.
2. To be familiar with and committed to the implementation of Honeycroft's Equal Opportunities and Child Protection policy and all other policies, ensuring all procedures are reinforced and correctly adhered to.
3. To ensure confidentiality and discretion is maintained at all times.
4. To encourage and promote wider family engagement at Honeycroft.
5. To act in a professional manner and always be a positive role model when representing Honeycroft.
6. To support the centre's communication & marketing strategy and fundraising strategy.
7. To contribute to the development of the staff team by taking part in training, and offering ongoing support and or mentoring as appropriate.
8. To attend meetings, training and planning sessions with other team members as reasonably required.

### SPECIFIC TO ROLE

**To work as part of a team to deliver exceptional childcare in accordance with the Early Years Statutory Guidance and other legislations by supporting the individual needs of child / ren with Special Educational Needs**

- a) Working as part of a team of volunteers, workers and students to provide consistent care and emotional support to identified child / ren.
- b) Developing own knowledge of a range of specific needs (e.g. Physical, developmental and emotional) and working towards the participation of identified child / ren.



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- c) Ensuring the general health, safety and welfare of all children attending each session, whilst overseeing the personal care and development of identified child / ren.
- d) Being responsible as a Key worker and 121 Practitioner to carry out regular observations and agreed methods of tracking and monitoring to support the development of the identified child / ren, ensuring all data is collated and up to date.
- e) Contributing to the planning and delivery of core activities as outlined by other support agencies working with identified child / ren.
- f) Keeping all necessary paperwork in order and report any concerns relating to all children, staff, parents regarding safeguarding and / or complaints to the Services Manager.
- g) Maintaining the cleanliness and tidiness of equipment and ensuring any areas of responsibility are well maintained and left in an orderly state.
- h) Contributing towards the induction and mentoring of new workers and volunteers supporting their development and training needs.
- i) Liaising with the SENCO on a regular basis to provide updates on pre-agreed targets and objectives in accordance with any programmes implemented by the centre and other support agencies.

### **AND FINALLY...**

1. To undertake any such training and duties associated with this post for the effective running of the centre.



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### PERSON SPECIFICATION

#### **Essential**

1. Appropriate and relevant qualifications to carry out the job description, (NNEB, NVQ 3 in childcare and education, or similar) minimum requirement level 2.
2. Enhanced DBS to be completed and paid for by Honeycroft and two relevant reference checks obtained before start date.
3. The ability to contribute towards the delivery of a high quality, inclusive service in line with the Early Years Foundation Stage.
4. The ability to understand and implement all Centre policies and procedures.
5. The ability to work with other outside agencies to ensure the individual learning requirements of all children, including those with any additional needs or special educational needs, are met.
6. The ability to work on own initiative and as part of a team with other staff members.
7. The ability to communicate effectively, especially in the role of Keyworker relating to parents / carers and build a relationship of trust with them and their child / ren.
8. To possess a good standard of literacy and the ability to keep accurate records up to date and contribute to report writing as appropriate.
9. The ability and willingness to attend staff meetings, training courses and open events as appropriate.

#### **Desirable**

- Experience of supporting child/ren with special educational needs and / or disabilities.
- An understanding of children's development, their needs and the provision of positive play.
- A working knowledge of Tapestry
- Current safeguarding training.
- Current First Aid certificate.
- A food and hygiene certificate.
- Experience of supporting child/ren on the autistic spectrum.
- Able to speak another / other languages.
- Additional skills in either art, music, storytelling, dance, yoga or sport.