



## HONEYCROFT JOB DESCRIPTION & PERSON SPECIFICATION

<b>Job Title</b>	Early Years Practitioner/s
<b>Hours of work</b>	part time & full-time hours available to fit work / life balance
<b>Place of Work</b>	Honeycroft, Sackville Road, Hove
<b>Accountable to</b>	Learning Lead Practitioner / Services Manager
<b>Rate of pay</b>	from £7.50 to £10.65 per hour dependent on age and qualifications

### AIM OF POSITION

To work as part of a team to deliver exceptional play and care in the nursery, creating a safe and stimulating learning environment for all children attending.

### 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, Safeguarding and all other policies, ensuring all procedures are reinforced and correctly adhered to.
3. To act in a professional manner and always be a positive role model when representing Honeycroft.
4. To support the centre's communication & marketing strategy and fundraising strategy.
5. To ensure confidentiality and discretion is maintained.
6. To encourage and promote wider family engagement at Honeycroft.
7. To contribute to the development of the team by taking part in training and offering ongoing support and or mentoring as appropriate.
8. To attend meetings, training and planning sessions as reasonably required.

### SPECIFIC TO ROLE

9. To work as part of a team to deliver exceptional childcare in accordance with the Early Years Statutory Guidance and other legislations by.
  - a. Working as part of a team of volunteers, paid workers, and students to provide consistent care and emotional support to each child.
  - b. Being responsible as a Keyworker and carrying out regular observations and agreed methods of tracking and monitoring to support the development of each child attending the setting, ensuring all data is collated and up to date.
  - c. Contributing to the planning and delivery of the day and themed activities.
  - d. Developing own knowledge of a range of specific needs of individual children (e.g., Physical, developmental, and emotional) and working towards the participation of each child.
  - e. Ensuring the general health, safety and welfare of the children attending each session including their personal care.
  - f. Maintaining the cleanliness and tidiness of equipment and ensuring any areas of responsibility are well maintained and left in an orderly state.
  - g. Contributing towards the induction and mentoring of new team members and volunteers supporting their development and training needs.
  - h. Keeping all necessary paperwork up to date and in order.



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- i. Reporting any concerns relating to children, staff, parents regarding safeguarding and / or complaints to the Services Manager.
- j. Liaising with the line manager on a regular basis to provide updates on pre-agreed targets and objectives

### AND FINALLY...

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

## PERSON SPECIFICATION

### Essential

1. Appropriate and relevant qualifications to carry out the job description, (NNEB, NVQ 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. An understanding of children's development, their needs, and the provision of positive play.
5. The ability to understand and implement all Centre policies and procedures.
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

- a) A working knowledge of Tapestry
- b) Current safeguarding training.
- c) Current First Aid certificate.
- d) A food and hygiene certificate.
- e) Experience of supporting child/ren on the autistic spectrum.
- f) Able to speak another / other languages.
- g) Additional skills in either art, music, storytelling, dance, yoga, or sport.