

## ELSTON HALL LEARNING TRUST

<b>Job Title:</b>	<b>Early Years Centre Childcare Practitioner</b>
<b>Pay Range:</b>	PSP 1 – PSP 4
<b>Responsible for:</b>	
<b>Responsible to:</b>	<b>Centre Manager (supervised by Room Leader)</b>

### Overall purpose of the role

To work under the guidance and direction of the designated Early Years Room Leader. To support the development and learning for young children and provide general support to the room leader in providing high quality care of children.

### Specific responsibilities

- Attend to the care and personal needs of children, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- Supervise and support children ensuring their safety and access to appropriate learning opportunities and nurture their development.
- Establish positive relationships with children, acting as a role model and being aware of and responding appropriately to their individual needs.
- Promote the inclusion and acceptance of all children and their families.
- Encourage children to develop their social skills through interacting with others and engaging in activities led by the keyworker.
- Encourage children to develop their personal, social and emotional skills in order to foster their independence and self-esteem.
- Prepare the learning environment as directed by the room leader for planned activities and assist with clearing and organising the room afterwards. Assist with the display of children's work.
- Carry out observations of children's behaviour, progress and achievements and record these in line with record-keeping and assessment procedures.
- Maintain child records as requested.
- Support the room leader in managing children's behaviour, reporting difficulties as appropriate.
- Gather/report information from/to parents/carers as directed.
- Where necessary, provide admin support e.g., photocopying, typing, filing, correspondence to and from parents, etc.
- Support children to achieve their developmental milestones.
- Support children in respect of the 7 areas of learning through the application of the Characteristics of Effective Learning, as organised and guided by the Room leader.

- Prepare and maintain equipment/resources as required by the room leader and assist and support children in their use.

### **Special Conditions**

- The Children's Centre operates 48 weeks per year
- Occasional weekend and evening work may be required.

### **General**

- Contribute to the aims, vision and ethos of the Trust.
- Be aware of and adhere to the Trust's and school's policies and procedures in connection with Child Protection and Safeguarding.
- Be aware of and adhere to the Trust's and school's policies and procedures in connection with Health & Safety to ensure compliance with the Health and Safety at Work Act (1974) in all premises and sites controlled by the schools.
- To ensure that all responsibilities under the Data Protection Act 2018 for the security, accuracy and significance of personal data held on paper or electronic systems are complied with.
- Appreciate and support the roles of colleagues and other professionals.
- Liaise with parents and carers as appropriate, in order to foster closer links with parents and the community.
- To participate in school activities and meetings as appropriate, setting a good example in terms of dress, punctuality and attendance.
- To undertake their duties in a way that secures positive action in respect of both equal opportunities and multi-cultural approach.
- Dress in a professional and appropriate manner, that will further support the school's policy on uniform.
- Participate in further training and professional development as appropriate, this may occasionally be in school holiday periods.
- The undertaking of such duties which may reasonably be regarded as within the nature of the duties/responsibilities of the post as directed by the Line Manager and subject to any reasonable adjustments under the Disability Discrimination Act.