

Job Description

Job Title: Qualified Childcare Practitioner

Overall purpose of the job

The Qualified Childcare Practitioner will provide a high standard of care, education and play for children in early years settings, from nursery, reception and schools years one and two. The role involves working as part of a team in order to provide a safe environment for children to play, learn and help them develop basic behavioural and social skills. The Childcare Practitioner will be able to build and maintain strong partnerships with parents of the local community to enable the children's development needs to be met.

Main accountabilities

Main accountabilities	
1.	To plan and deliver a stimulating learning environment and ensure that each individual child's needs and interests are met. This will involve engaging children in age appropriate play activities and providing them with materials tailored for their development.
2.	Actively develop and maintain strong partnerships with parents and carers. Have a good level of understanding as to each child's current progress and achievements to be able to facilitate an engaging, safe learning environment for them. Maintain accurate records of children's development and to create individual learning journeys using observations to share with parents, carers and other key adults in the child's life.
3.	To be able to present a professional and respectful role model to children and their families.
4.	Be aware of different family cultures, ensure the service are aware of medical histories and any disabilities.
5.	Good level of written and verbal communication. Post holder will need to communicate with parents and colleagues on a professional level. The ability to deal with challenging situations from children and parents in a calm and sensible manner.
6.	Supervise children, and adhere to defined behaviour management policies, to advise the Designated Person of any safeguarding concerns and to ensure the safety of the environment at all times.
7.	To be flexible within the working practices of the setting, undertaking other responsible duties where needed; domestic tasks, preparation of snacks, cleaning of equipment etc. To ensure good standards of health and safety, hygiene and cleanliness are maintained at all times. Undertaking the administration of first aid and prescribed medication as required and complete all relevant training.
8.	To support the manager and work alongside members of the team to ensure that the setting's philosophy is fulfilled. To attend supervisions, training and monthly staff meetings which may be out of usual working hours.

9.	To read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting.
10.	To keep all information regarding the children strictly private and confidential. Maintain professional boundaries in line with the service's policies and expectations.
11.	To undertake and lead on additional responsibilities such as SENCo, ENCo, Safeguarding Officer, training co-ordinator etc.
12.	To 'Champion' a specific area of learning or a key development area e.g. English and an Additional Language (EAL), Communication and Language. Promoting this area with the staff, children and parents. Develop ideas and ways that learning can be enhanced through these areas.
13.	To coach and mentor colleagues working at a level 2, this will involve acting as a good role model and supporting them in their next steps of development. Demonstrate best practice, behaviour, identify areas of improvement and use encouraging language to motivate and boost morale.
14.	Carry out responsibilities of the Deputy Manager role where required in their absence.
15.	Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.

Safeguarding commitment

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, knowledge, skills and experience

Qualifications Required	Subject	Essential/ Desirable
NVQ Level 3 or above	Early Years, Childcare or equivalent	Essential
GCSE Grade C or above or equivalent (if required within Early Years or Childcare qualification gained)	English and Maths	Essential
Child Protection training	Basic Child Protection Training	Desirable
First Aid Training	Current Paediatric First Aid Training	Desirable
Record of continued professional development	Relevant Early Years, Childcare courses	Desirable

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
Knowledge		
Early Years Foundation Stage	In depth knowledge and understanding of the Early Years Foundation Stage and Safeguarding and Welfare Requirements	Essential
Early years planning and observation	Understanding and knowledge of child development, planning and observation.	Essential
Legislation	Knowledge of relevant health and safety, early years and safeguarding legislation.	Desirable
Knowledge of a specialist subjects such as child protection, SEND and equalities	Ability to evidence an in depth knowledge of safeguarding, SEND and equalities or other specialist early years subjects such as EAL of Communication and Language.	Desirable
Skills		
Communication skills	Excellent communication skills and ability to effectively communicate with and listen to, children, families, staff and other professionals	Essential
Patience, Enthusiasm and Motivation	A passion for working in early years and the ability to respond to children's individual needs and to inspire and motivate children and staff	Essential
Organisational skills	Ability to plan and keep precise and accurate written or electronic records.	Essential

Creativity and flexibility	Ability to engage and educate children using an adaptable and flexible approach. Willingness to change plans and ideas to meet children's individual needs.	Essential
Team Working	Able to work effectively with a team of people, promoting good practice, sharing good values and ethos.	Essential
Experience		
Experience of working in early years and childcare settings	Previous experience of working in early years and a sound understanding of high quality early years practice and pedagogy	Essential
Experience of being a key worker	Previous experience of being a keyworker, developing and creating individual learning journeys and using observations to share with parents, carers and other key adults in the child's life.	Essential
Equal opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	Essential
Safeguarding (include for roles working with children/vulnerable adults)	Demonstrate an understanding of the safe working practices that apply to this role.	Essential
	Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	Essential

Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks

Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)	Fixed <input checked="" type="checkbox"/>	Flexible	Field	Home
---	---	----------	-------	------