**Job Title: Early Years Practitioner Job Ref: R148**

**Closing Date: 15-05-21**

**Interviews will be held 25-05-21**

**Our history**

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Thorpe Willoughby Childcare Centre has been operating for almost 50 years, having first been established as Thorpe Willoughby Playgroup. Originally, the Play Group was run from the old village hall and started in 1970.

The Centre moved into its own dedicated building in 1997 after a huge community project raised £15,000 and secured local sponsorship of services. Provision for two year olds was added in 2002 after the Centre rented and renovated the old Caretaker’s bungalow on the school site.

In 1998 the Centre Won the Duke of York’s Community Initiative, and a special award From Selby Hands of Hope in 2013

**JOB DESCRIPTION**

JOB TITLE: Early Years Practitioner

REPORTS TO: Nursery Manager/Deputy Manager

HOURS OF WORK: 21 hours per week

Weeks: 51

SALARY: to be agreed

**JOB PURPOSE:**

You will be able to deliver a high standard of care, learning and development for children aged 0-5 years.

You will provide a safe and caring environment for children, staff and others and have the ability to develop partnerships with parents/carers with the aim of increasing their involvement in their child’s development.

You will be responsible for any tasks delegated by the Manager or Deputy.

**Main Responsibilities:**

• To provide a safe, caring, stimulating educational environment, both indoors and outdoors,

at all times.

• To deliver an appropriate play based Early Years Foundation Stage (EYFS) curriculum that

enables children to make individual progress.

• To help ensure the Childcare Centre meets Ofsted requirements at all times.

• To work with other professionals in the local area for the benefit of children and families.

• To understand and work to Childcare Centre policies and procedures, including how to

deal with child protection issues appropriately and how to respond to incidents, accidents,

complaints and emergencies

• To plan and facilitate play activities which ensure each child is working towards the early

learning outcomes.

• To be a key person and record observations and progress using Tapestry

• To ensure records are properly maintained, e.g. daily attendance register, accident and

incident book, risk assessments

• To liaise closely with parents/carers, informing them about the Childcare Centre and its

curriculum, exchanging information about children’s progress and encouraging parents’

involvement.

• To work in partnership with senior management to update and review the self-evaluation

and improvement plan.

• To undertake any other reasonable duties as directed, in accordance with the Childcare

Centre aims and objectives

**Person specification:**

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|  | **Essential** | **Desirable** |
| Education and  qualifications | Minimum Level 3 qualification in Early Years Education or equivalent. | Food Hygiene Certificate Paediatric First Aid |
| Experience | Excellent working knowledge of the Early Years Foundation Stage and current Ofsted statutory guidance.  Knowledge and proven practical experience of implementing good quality learning opportunities. | Recent experience working in a Preschool /Nursery setting |
| Aptitude and skills | Empathy and understanding of children under five.  Knowledge of child development  Excellent verbal and communication skills with children and parents.  Ability to write reports and keep clear and accurate records.  Excellent organisational skills  Administrative and basic IT skills  Calm and caring nature  Ability to work as part of a team  Able to work on own initiative | Knowledge of Tapestry |
| Personal Qualities | Reliable, enthusiastic, and flexible  A commitment to quality in all areas, with a high level of motivation and enthusiasm  Able to perform under stress  A creative thinker  A good sense of humour |  |

You will be expected to undertake a DBS and join the up-date service

This post is offered on a year round basis

**How to apply and the selection process**

Please visit our web site <http://www.twcc.org.uk/> leave your name and address quoting the job title and reference number or contact the Manager at enquires@twcc.org.uk

Closing date for applications 15-05-21

Interview date Thursday 25-05-21

Please contact Tracy Maddison, Manager, for an informal discussion about the role.

Tel: +44(0) 01757-291186 Email: deputymanager@twcc.org.uk

**Outline terms and conditions of the appointment**

Qualifications Successful candidates will be required to produce evidence of their qualifications upon joining the setting.

Eligibility to work in the UK Candidates who are not citizens of the United Kingdom, or of another EEA member country, should ensure that they meet the requirements of one of the 5 tiers of the immigration points based system.

Candidates should check their eligibility to enter or remain in the UK in advance of making any job application using the points-based calculator on the UK Visas and Immigration website.

If you do not meet the minimum point’s requirement, you will not be able to work in the UK and any application for employment would be unsuccessful.

**Document checks**

As a result of the implementation of sections 15 to 26 of the Immigration, Asylum and Nationality 2006 Act on 29 February 2008, the Nursery requires all prospective and, in some cases, current employees, to provide documentation to verify their eligibility to work in the UK.

Further information about these requirements can be found on the UK Visas and Immigration website.

**Equal opportunities**

Thorpe Willoughby Childcare Centre promotes equality and diversity in all aspects of its work.

We aim to ensure, for the recruitment and selection processes, that we encourage applications from all groups represented in the wider community at a local, national and international level.

The Centre will endeavour not to discriminate unfairly or illegally, directly or indirectly, against staff or potential staff.

This commitment applies to all functions of the Centre and to any stage of an individual’s career at TWCC

An Equal Opportunities Monitoring Form is included with the application form.

Data Protection Act 1998 Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the Nursery which will be stored in manual and/or electronic files.

Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the Centre to monitor the effectiveness of its Policy, Code of Practice and Guidelines on Equal Opportunities in Employment.

Individuals will not be identified by name.

Disclosure and Barring

Service (DBS)

Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the position they are applying for is listed as an exception under the act.

Since this post may involve substantial unsupervised contact with young people, it is an exception under the act and the successful applicant will be required to undergo a DBS check.