



## Children's Centre at the Mall (Luton)

### JOB DESCRIPTION

#### **Job Title: - Early Years Practitioner - Level 3**

To be part of the team responsible for ensuring that Early Years Foundation Stage Statutory Framework for Learning & Development and Welfare Requirements is provided for the children aged 2 -7years 11 months. To record and share with parents the outcomes of the children's learning opportunities. To communicate with the day care supervisors and management team to identify any barriers to this being achieved especially in relation to the safety and safeguarding of of the children

#### **Duties and Responsibilities**

- To be familiar with the setting's policies and procedures & the staff handbook and implement them throughout their time in the setting, with special emphasis on **Safeguarding, Health & Safety** and **Equal Opportunities**
- To undertake relevant training courses when required and to explore with senior staff how to initiate new ideas and practice learnt from these courses
- To interact with the children including those with additional needs, in adult initiated activities and to extend communication, and concentration skills in child initiated activities; recording opportunities for the children's next steps within the EYFS
- To work in partnership with parents to reinforce the boundaries of acceptable behaviour for the children using positive behaviour management techniques referring issues to the staff member with responsibility for behaviour management or a supervisor if there is a recurring, unresolved problem
- To be involved with food preparation and delivery and support social interaction at mealtimes
- To use your profile rota time to maintain detailed and up to date records in the Early Years Foundation Stage Development & Learning Record and Early Years Foundation Stage Progress Tracker profiles for each 'key' child (coordinating learning with additional settings where applicable) ensuring they are completed, ready to be passed on to the next setting or to the parent.
- To be aware of and carry out responsibilities on the setting's rota e.g. Creative area preparation & cleaning, indoor physical & outdoor area and any other cleaning duties as required by Children Centre staff
- To work and support fellow team members, including the inclusion co-ordinator to plan and support the needs of all the children recording the outcomes of this planning for the targeted learning of the children
- To attend a minimum of one staff meeting per month, (these are normally held between 6.00pm and 7.00pm, but these may occasionally be longer due to full team staff meetings, and circumstances beyond our control) and all training days.
- To work with the Early Years Teacher to develop and reflect on your practice, in order to maintain a high quality delivery of education for the all the children in the setting.
- To work as part of the Children's Centre team responding to needs as they arise, being aware of the needs of colleagues and supporting them to achieve effective outcomes for the children. To take the lead if necessary to ensure that routines are effectively carried out.