

## JOB DESCRIPTION – EARLY YEARS PRACTITIONER

### Introduction

Dingley's Promise is committed to ensuring that every child with special educational needs and disabilities (SEND) gets the very best start in the early years. We run specialist centres in Reading, West Berkshire (Newbury), Wokingham, Southampton, Gloucestershire & Bournemouth, provide support and information for families, and lead training for mainstream nurseries across the UK to enable them to be more inclusive. Our vision is a world where young children with SEND get the same opportunities as other children to play and learn in their local community alongside their peers.

<b>JOB TITLE:</b>	Early Years Practitioner
<b>RESPONSIBLE TO:</b>	Centre Manager
<b>HOURS:</b>	To be agreed with Centre Manager
<b>DBS DISCLOSURE:</b>	Enhanced with barring list update

### Job Purpose

Under direction and guidance from the Centre Manager/Deputy Centre Manager, the post holder will work as a member of a team to ensure that the planning, day to day running and development of the work of Dingley's Promise at their own centre is carried out in accordance with the vision and aims of the charity.

### Main Duties and Responsibilities

#### General Tasks

- Attending to day-to-day care of the playrooms, keeping them attractive, safe and clean.
- Setting up and planning activities within the playrooms to suit the needs of children.
- Developing strong relationships with families and professionals linked to your Key Children.
- Being a dedicated Key Person to a group of children and being responsible for observing, assessing and planning to support their development.

#### Responsibilities

- Observe the child during sessions and identify their interests.
- Record observations using various methods and share these observations with other members of staff and parents/carers.
- Interact with the child using 'shared play' or 'reflective' approaches.
- Use particular teaching /learning strategies with a child when appropriate.
- Be aware of their emotional needs and how to support these.
- Support parents/carers to understand and provide for the play needs of their child.



### **Early Years Practitioners at Dingley's Promise:**

- will need to have a mature and responsible and accepting attitude able to work flexibly, as a member of a team under the direction of the Manager, and independently when required.
- should have a sound understanding of the importance of children's play and have the ability to provide, music, stories, movement and play activities appropriate for the individual child (assistance and training will be provided).
- must have an open mind and be willing to further their knowledge and development by attending training courses, sharing information gained with colleagues, and keeping informed by reading relevant magazines and books.
- may be required to provide staff cover at other centres by mutual agreement and to attend fundraising events.
- must be prepared to act as a Key Person for agreed families and compile the child's development records through observations, discussing with parents/carers the possible next steps to take. These will be included in EHCPs and in annual reports which will be sent out to parents/carers and other professionals involved. The Key Person will also play a lead role in preparing reports for EHCNA requests.
- will be expected to participate in up to 4 fundraising events on a voluntary basis (which may take place out of working hours), with any more than this number being on a paid basis.

### **GDPR (General Data Protection Regulations)**

#### **Our staff must ensure:**

- Information security policies are applicable to their work.
- They know their personal responsibilities for information security.
- They know how to access advice on information security matters.
- Ensure any files with personal data are password protected, especially when emailing.

### **Person Specification for the Early Years Practitioner Role**

#### **An Early Years Practitioner should be:**

- Approachable and friendly to parents, able to listen to them and accept their feeling, which may include distress, and must be non-judgemental.
- Able to make all parents feel valued members of the group and to use appropriate opportunities to promote parents' confidence and to involve them in the session.
- Supportive of parents' concerns.
- Prepared to attend staff meetings, and generally work closely with the team.
- Qualified at NVQ Level 3 in Children's Care, Learning and Development or equivalent or working towards attaining Level 3 at minimum.

#### **An Early Years Practitioner should also have:**

- The skills to organise and co-ordinate relevant play activities for under-fives, with regard for each child's stage of development.
- The ability to communicate with children with varying degrees of ability, coming from different class and cultural backgrounds, and encourage their development through participation and activities.
- Knowledge of Health & Safety regulations with reference to children's play and facilities

- Knowledge of play materials and techniques which encourage respect for differences in gender, race and ability, and understanding of how these may be used.
- Some specialist knowledge gained on courses (which should be shared with other members of staff).

