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| **Job Description and Person Specification (HR5)****Post Number:** |  |
| **Job Description** |
| School/Department: | Early Years Centre/Sport and Community Services  |
| Post Title: | Early Years Practitioner |
| Please enter Level under appropriate Career Pathway | ERE | TAE | MSA | CAO | R.Nurse | Clinical |
|  |  |  | 2a |  |  |
| ERE Category | Academic Posts | Non-Academic Posts |
| Academic(mixed) | ResearchOnly | Teachingonly | Enterprise | Education Development |
|  |  |  |  |  |  |
| Posts Responsible to (and Level): | Early Years Centre Coordinator (L3) |
| Posts Responsible for (and Level): | Not applicable |
| Job Purpose: To be responsible for delivering a quality provision of care and education for children under five. |

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| Key Accountabilities/Primary Responsibilities (6-10 bullet points maximum)1. Develop positive relationships with all children in the Centre ensuring that you know them and their parents or guardians as part of their induction working as part of the bigger Early Years team.
2. Be familiar with all the routines, procedures and policies essential to the Early Years Centre.
3. Deliver interesting activities to your groups to deliver a broad, balanced, stimulating and interactive curriculum engaging your children in their learning and development.
4. Integrate assessment into your planning and delivery of activities in all areas of the curriculum framework. Use your assessment information to inform how you prepare and deliver tailored learning experiences for individuals or groups of children
5. Take responsibility for ensuring that your activities are properly resourced in advance and that your plans are readily available for others to take your place in your absence.
6. Talk to the parents or guardians of your children in your care daily about their developmental progress and well being both at home and in the Centre.
7. Help with the preparation and clearing of each designated area before and after activities taking an active responsibility for Health and Safety, particularly food hygiene, cleanliness, personal and physical environment in which your children eat sleep, learn and play. Report any issues immediately to line manager or relevant safety body.
8. Fulfil all responsibilities allocated to you and your team as part of your rota of duties or as additional individual or shared tasks in a timely and professional manner as requested by your line manager.
9. Achieve a high level of care and education in the full age range within the Early Years setting, engaging fully with opportunities to develop and practice as a reflective Early Years professional.
 | % Time10%70%20% |
| Internal & External Relationships: (nature & purpose of relationships)* Southampton City Council
* University of Winchester
* University of Southampton’s Faculty of Social and Human Sciences (Education disciplines)
* FE Colleges
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| Special Requirements: This post requires an enhanced CRB check and to be trained in Child Protection/Safeguarding in line with the University’s policy. The post holder is expected to work flexibly to provide services to a range of customers. As a maximum the post holder will be expected to work one weekday evening and 1 weekend day per month as well as specific peak times per service |

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| **Person Specification** |
| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, Knowledge and Experience:NVQ Level 3 in Childcare and Education/CACHE Diploma/NNEB or equivalent Some practitioner experience working in an Early Years settingKnowledge of the Early Years Foundation Stage FrameworkPractical knowledge of Child Protection ProceduresBehaviour Management experienceFirst Aid CertificateFood Hygiene | √√√  | √√√√ | Award certificateApplication/ReferenceApplication Assessment TaskInterviewAward certificateAward certificate |
| Planning and Organising:Able to plan and organise own work ensuring allocated tasks are completed on time and to a high qualityBeing able to plan activities in advance to ensure space, resources and people are availableExperience of delivering activities and assessing development simultaneously to plan future learningBe able to multi task while dealing with children and their immediate needs | √√√ | √ | ApplicationInterviewInterviewInterview |
| Problem Solving and Initiative:Track record of responding calmly when children are upset or an incident occursAble to take the initiative in planning or delivering new activities in the Centre | √ | √ | Application Interview |
| Management and Teamwork: Contribute positively to a team in an Early Years settingManagement of teaching and play resources (e.g. people, time, space and materials) | √√ |  | InterviewApplication |
| Communicating and Influencing:Good written and verbal skillsMaking language accessible to young childrenAble to talk clearly to parents and guardiansAble to contribute positively to team meetings  | √√√√ |  | Application Assessment TaskInterviewAssessment Task |
| Other Skills and Behaviours:Computer literate (Internet, Outlook, Word, Excel)Able to understand cultural diversity Ability to speak a second language | √ | √√ | Application InterviewApplication |
| Special Requirements:Enhanced CRB Disclosure |  |  |  |

**Job Hazard Analysis Form - Appendix to Job and Person Specification**

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| **School/Department:** | Student Services |
| **Post Title:** | Early Years Practitioner |
| **Post Number:** |  |

Please tick **one** of the following statements:

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| This post is an office-based job with **routine** office hazards e.g. use of VDU  | ✓ |
| This post has **some hazards other than routine office** e.g. more than use of VDU  |  |

Please tick all those that apply, and put N/A if not applicable

|  |  |  |  |
| --- | --- | --- | --- |
| **Environmental Exposures** | **O\*** | **F** | **C** |
| Outside work  | ✓ | N/A | N/A |
| Extremes of temperature (eg fridge/ furnace) | N/A | N/A | N/A |
| Potential for exposure to body fluids ## | N/A | N/A | N/A |
| Possible Contact with patients in a clinical/home setting ## | N/A | N/A | N/A |
| Noise (greater than 80 dba- 8 hrs twa) ## | N/A | N/A | N/A |
| Exposure to hazardous substances (eg solvents, liquids, dust, fumes, biohazards, animals). Specify ………………………………………….. ## | N/A | N/A | N/A |
| Frequent hand washing | N/A | N/A | N/A |
| Ionising radiation.  | N/A | N/A | N/A |
| **Equipment/Tools/Machines used** |  |  |  |
| Food Handling ## | N/A | N/A |  |
| Driving university vehicles(e.g. car/van/LGV/PCV) ## | N/A | N/A |  |
| Use of latex gloves (note: prohibited unless a specific clinical necessity)  ##  | N/A | N/A | N/A |
| Vibrating tools ( eg strimmers, hammer drill, lawnmowers) ## | N/A | N/A | N/A |
| **Physical Abilities** |  |  |  |
| Load manual handling.  | N/A | N/A | N/A |
| Repetitive Crouching/Kneeling/Stooping | N/A | N/A | N/A |
| Repetitive Pulling/Pushing | N/A | N/A | N/A |
| Repetitive Lifting | N/A | N/A | N/A |
| Standing for prolonged periods | N/A | N/A | N/A |
| Repetitive Climbing i.e. steps, stools, ladders | N/A | N/A | N/A |
| Fine motor grips (eg pipetting)  | N/A | N/A | N/A |
| Gross motor grips | N/A | N/A | N/A |
| Repetitive reaching below shoulder height | N/A | N/A | N/A |
| Repetitive reaching at shoulder height | N/A | N/A | N/A |
| Repetitive reaching above shoulder height | N/A | N/A | N/A |
| **Psychosocial Issues** |  |  |  |
| Face to face contact with public | N/A | N/A | ✓ |
| Lone working | N/A | N/A | N/A |
| Shift work/night work/on call duties ## | ✓ | N/A | N/A |

**O – Occasionally** (up to 1/3 of time)**; F – Frequently** (up to 2/3 of time)**; C – Constantly** (more than 2/3 of time) ## denotes to HR the need for a full PEHQ to be sent to all applicants for this position.