



The Hamlet Johnson Place – Supporting Children with disabilities and complex health needs and their families.

Job Description and Person Specification: Early Years Practitioner

Salary: Starting at £12.21 per hour, rising to £12.27 per hour after a 6-month probation period

The setting:

Our pre-school supports children with disabilities and/or complex health needs in a unique and specialist early years setting. Our practitioners provide exceptional care and learning opportunities for up to 14 children accessing the pre-school daily.

Purpose of the job: To work as part of the preschool team to support our unique pre-school by providing high quality care and learning opportunities for children aged 2 to 5 years.

Management:

- Your line manager is the Early Years Manager in the first instance then the Children's Service Senior Manager

Role:

- To deliver play based Early Years Foundation Stage (EYFS) activities for individual children and groups of children under the direction of the Early Years Manager as part of the pre-school team
- To provide a safe caring, stimulating, educational environment, both indoors and outdoors at all times
- To help ensure the preschool always meets Ofsted requirements
- To plan with support activities which will ensure each child has the opportunity to develop to their full potential.
- To provide high quality care for children who require support with their health needs. This includes administering medication, enteral feeding, personal care, and any other health related procedures agreed by The Hamlet

The Building and Environment:

You will:

- Ensure that the site is kept safe and secure by carrying out risk assessments before and during activities and care related procedures.
- Assist with ensuring all areas are set up and prepared for the day.
- Always maintain equipment and toys and report any damage or faulty equipment.
- Ensure all equipment is used in accordance with user instructions.
- Ensure that children and young people use toys / equipment appropriately and safely.
- Ensure that you are familiar with Health and Safety policies and procedures, including fire safety and have practice in this.
- Ensure the environment is clean, tidy, and secure, treating buildings, toys and equipment with respect and care.

Early Years Team and Volunteers and work placements

You will:

- Maintain good working relationships with staff and volunteers.
- Be a supportive and encouraging team player working with both paid and voluntary staff.
- Demonstrate good practices through being a positive role model.
- Contribute to staff meetings as required. Take notes as required.
- Attend training and learn new skills with which to develop an understanding of good practice as required by the Hamlet.
- Attend and contribute regularly to team meetings and other development opportunities across the charity. Take notes as required.

Activities

You will:

- Work as a member of the Early Years team to create a stimulating and creative learning environment for the pre-school sessions that represents good practice.
- Plan sessions to meet the individual needs of the children attending the setting through discussion with key persons, parents, and the children themselves.
- Work in collaboration with parents, professionals, and the support of other team members to contribute to individual learning plans for all children to meet their unique needs.
- In discussion with the preschool manager and Early Years practitioners support effective communication with the parents/carers and the children and the setting.
- Assist the development and maintain accurate support plans, health care plans, moving and handling plans, risk assessments related to the child

Children

You will:

- Be responsible for reporting any concerns about a child's safety or welfare according to The Hamlet Child Protection policy.
- Ensure that you liaise with the pre-school manager and SENCO to ensure that you are aware of any changes in the needs of the individual children.
- Understand and be trained to carry out any aspects of care that are needed while children are at pre-school.
- Ensure that you have an understanding of the medical and dietary needs of children attending the setting.
- Communicate closely with parents and other staff to ensure any changes in the child's condition/needs are noted and recorded.
- To be a key person / co-key person to support the Preschool Manager and SENCO
- Liaise with parents/carers exchanging information about their child's progress and encouraging parent involvement

Record Keeping

You will:

- Maintain records as required by the Early Years Foundation Stage and other professionals for children and as required by the setting under the guidance of the Early Years Manager and/or SENDco.
- Ensure you have the most up to date information for your assigned Key Children /Co-Key children
- Ensure your practice is in line with the requirements of the Early Years Foundation Stage.
- Have regular supervision and appraisal with the line manager.
- To understand and work to the Hamlet's policies and procedures,
- Be aware of and understand the Children's Safeguarding Policy and ensure that any concerns about a child's safety or welfare are dealt with according to the policies and procedures of the Hamlet Charity.
- To work with the preschool team to ensure records are properly maintained e.g. risk assessments, registers, accident & incident forms etc.

Conduct

- At all times you are a representative of The Hamlet and must consider appropriate dress and conduct,
- undertake other duties as required by the Children's Service.

Other

Any other reasonable task which may be necessary from time to time.

Person Specification

Qualifications

- Hold a Full and Relevant Ofsted recognised Early Years vocational qualification that meets the requirements of the Early Years Foundation Stage(essential)
- GCSE Grade C or above in English and Math's (essential)
- Hold a current Paediatric First aid certificate (desirable)

Role Specific

- Have proven experience of supporting children with disabilities and additional health needs within a setting. (essential)
- Have experience of working with children with autism (essential)
- Understand the importance of all children's need to have fun, socialise and relax and how staff can support this. (essential)
- Understand the challenges disabled, young people and their families can face on a daily basis and an appreciation of the barriers to inclusion that disabled people and their families experience. (essential)
- Have a sound understanding of safeguarding (essential)

General

- Be able to converse fluently in English and have a good standard of written English.
- Have excellent problem-solving skills.
- Demonstrate excellent communication with a wide range of people and abilities.
- Be able to join in and be an enthusiastic team player.
- Be well organised and with good time-keeping skills.
- Be able to use a computer / tablet and be familiar with Microsoft Office (essential)

Physical requirements

- Be able to work in a physically demanding role that will involve lifting and operating lifting equipment, getting down on the floor and playing with children
- Have the energy to be enthusiastic throughout the day
- Be emotionally resilient and able to work effectively with children with a range of disabilities and life limiting conditions

Other

- Hold a satisfactory enhanced DBS check. (essential)
- Have a driving license, access to a vehicle and willing to drive for work purposes (desirable)
- Be willing to undertake additional training and update as required to meet the role