

Aughton Early Years Centre

Job Description & Person Specification

Job Title: Early Years Practitioner

Responsible to: Day Care Leader

Age Range: 0–5 Years

Main Purpose of the Role

- Deliver integrated care and high-quality early education to children aged 0–5 in accordance with the Early Years Foundation Stage (EYFS) framework.
- Bridge learning and development between early years and subsequent phases of education.
- To improve outcomes for young children and build strong, collaborative partnerships with their families.

Main Duties & Responsibilities

Learning, Development & Pedagogy

- To promote and contribute to the Key Person role, ensuring their individual needs are met.
- Model high-quality adult-child interactions to encourage communication, curiosity, and learning through play.
- To have an understanding of high-quality provision and how to implement this.
- Carry out effective observation, planning, and assessment cycles aligned with the EYFS principles and welfare requirements.
- Monitor, record, and evaluate children's developmental progress to identify strengths and areas for additional support.
- Facilitate smooth inductions and transitions for children moving between rooms, settings, or into primary school.

Safeguarding and welfare

- Uphold and implement all safeguarding policies and procedures to ensure the safety and well-being of all children.
- Recognise signs of concern and liaise with the Designated Safeguarding Lead (DSL) when appropriate.
- Support equality of opportunity by removing barriers to access and eliminating direct or indirect discriminatory practice.

Partnerships & Multi-Agency Working

- Build and maintain warm, professional relationships with children, parents, carers, and colleagues.

- Work collaboratively with external agencies and professional partners (e.g., health visitors, speech therapists, social care) to provide holistic support for families.

Professional Conduct & Administration

- Comply with all Centre policies, procedures, and health and safety requirements.
- Participate actively in staff meetings, evening sessions, and INSET training days.
- Engage in Continuous Professional Development (CPD) and participate constructively in the performance management and appraisal cycle.
- Undertake additional duties commensurate with the grade of the post as reasonably required.

Post: Early Years Practitioner

Personal Skills Characteristics	Essential	Desirable	Method of Assessment	Shortlisting Criteria
1. <u>Experience</u>				
a) Recent experience of working with children 0 – 5 years	✓		AF/I	✓
b) Experience of working with parents and carers	✓		AF/I	✓
c) Experience acting as a key person		✓	AF/I	
2. <u>Qualifications and Training</u>				
a) Accredited Level 2/3 qualification in Early Years		✓	AF/C	✓
b) English GCSE grade 4/C or above (or equivalent)	✓		AF/C	✓
c) Evidence of recent study/training relevant to early years and child development and practical application in daily practice		✓	AF/I	
d) Pediatric First Aid certificate		✓	AF/C	
e) Food Hygiene certificate		✓	AF/C	
f) SEN training or experience		✓		

3 <u>Knowledge and Understanding</u> a) Practical knowledge and understanding of The Early Years Foundation Stage (EYFS) b) An in depth understanding of child development c) Thorough understanding and a commitment to safeguarding and promoting the welfare of children d) An understanding of and commitment to equal opportunities both within the workplace and the community in general e) Ability to demonstrate positive, high quality interactions with young children f) An understanding of other agencies and how we may work together to support children, families and colleagues g) Ability to differentiate and use initiative h) An awareness of relevant policies and procedures and the ability to interpret and apply these to the role eg: health and safety, first aid, safeguarding	✓ ✓ ✓ ✓ ✓ ✓ ✓	✓	AF/I AF/I AF/I AF/I I/O AF/I I/O AF/I	✓ ✓ ✓ ✓
4 <u>Personal Qualities</u> a) The ability to communicate effectively both verbal and written b) A commitment to partnership working c) Friendly, conscientious, honest and reliable d) Flexible and adaptable e) Ability to work as an effective member of a complex team	✓ ✓ ✓ ✓	✓	AF/I/O/R AF/I/R I/R I/R I/R	✓

5 <u>Personal Circumstances</u>				
a) Able to work flexibly to meet the needs of the service eg shifts	✓		I/R	
b) To have no offences or cautions that would prevent them working with children	✓		AF/DBS Check	✓
6. <u>Physical Requirements</u>				
a) No serious health problem which is likely to impact upon job performance (that is, one that cannot be accommodated by reasonable adjustments)	✓		I/R	
b) Good sickness/attendance record in current/previous employment, college or school as appropriate (not including absences resulting from disability)	✓		R	

Additional Information – Application forms should be completed in full and should address the criteria identified in the Person Specification

Key: AF- Application Form, I - Interview, R – Reference
C –Certificate of Qualification O - Observation

This specification has been prepared in accordance with the requirements of the Council's Equal Opportunities in Employment Policy.

Specification completed by: Andrea Smith & Gail Napper (Head & Deputy Head of Centre)

Date: August 26