**Job Title:** Early Years Practitioner Level 2 or 3

**Responsible to:** Nursery Manager / Deputy Manager

**Responsible for:** Supporting better outcomes for children

**Job Purpose:** To provide a high standard of care and education for children aged 2 -4 years, attending the Nursery.

**Organisation Context**

Worcestershire YMCA is a Christian charity committed to supporting all young people, particularly in times of need. We are part of a worldwide Christian Movement, whose vision in England is to enable people to live, learn and share to build a brighter future in mind, body and spirit. We are a registered social landlord providing housing and supported services to young people and a range of community and other services at a variety of locations.

**Duties and Responsibilities**

* To help plan and provide a wide range of activities to meet the needs of all the children – encouraging the children to become independent learners and maximise potential. Supporting children with identified SEND ,or EAL
* To maintain a high standard of hygiene and encourage the children to do the same.
* To be consistent and conduct him or herself in a professional manner at all times.
* To abide by the policies of the setting and put them into practice.
* To work with and support other members of staff as part of a team.
* To attend team meetings & planning meetings.
* Responsible for or supporting with the completion of Learning Journeys and Pathway Profiles within the allotted timescales.
* To participate in and take advantage of training courses available, ensuring that you keep up to date with current Early Years practice, and maintain professional development.
* To liaise with parents and carers of children to whom they are the ‘key person’ and discuss all matters relating to their child.
* To carry out any domestic duties within the setting as and when required.
* To respond to safeguarding issues and follow policies and procedures.
* To ensure records are maintained to a high standard.
* To maintain confidentiality.
* Operate within the YMCA’s aims and purposes and to have respect for the Christian ethos of the Association/movements values and a readiness to uphold them
* Operate within the YMCA’s policies and procedures; Equality, Diversity & Involvement, Safeguarding & Protection, Service Quality & Provision, Health & Safety, Data & Information Confidentiality, The Environment and Finance & Accounting.
* Recognise the importance of our responsibility and our duty of care to safeguard the welfare of and to protect all children, young people and vulnerable adults with whom we work.

**Person Specification/Key Competencies**

**Knowledge**

* Must have the relevant level 2 or 3 Childcare Qualification or equivalent.
* Sound knowledge of Early Years Foundation Stage.

**Additional Information: Principal Terms and Conditions of Appointment**

* This is a term time only fixed term contract, working 18 weekly (including breaks).
* Salary will be National Living wage, plus 12.5% holiday uplift, paid monthly.
* Worcestershire YMCA offers optional membership of a flexible defined contribution Personal Pension scheme.
* Employment will be conditional upon receipt of satisfactory DBS Disclosure and references, and be subject to satisfactory completion of a probation period of six months.
* Worcestershire YMCA is committed to safeguarding and promoting the welfare of children, young people and Vulnerable Adults. The successful applicant will be required to undertake an enhanced criminal record check where appropriate.
* In the first instance this is a fixed term contract until the 31st July 2021
* Worcestershire YMCA is committed to ensure safe recruitment procedures are followed and adhere to strict Government guidelines in order to safeguard children and staff at the setting. Safeguarding is paramount.

Job Description agreed on (date)

Post-holder Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Line Manager Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_