



ORCHARD
—Community Trust—



Job Description

Job Title: Early Years Practitioner

Grade: Level 5

Job Purpose

To work with children, as part of a professional team, on education and social development and to provide a high quality of care.

Key Duties

1. Work with individuals or small groups of children, under direction
2. Support behaviour management and development
3. Establish and build positive relationships with parents / carers
4. Contribute to the planning and development of learning activities
5. Contribute to the development of individual development plans (such as Individual educational plans) for children with special educational needs
6. Work with external agencies
7. Contribute to observation and assessment procedures
8. Update children's records.
9. Set up and clear away displays and activities, including ensuring that the materials and equipment are safe and clean
10. Attend to children's personal needs
11. Engage in regular CPD

Responsibilities

1. Have key worker responsibilities for particular children
2. Demonstrate duties to apprentices and /or mentor new staff
3. Undertake accompanied home visits.



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Person Specification

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Minimum Essential Requirements - Evidenced by: **a:** application form **b:** test **c:** interview

	a	b	c
Meeting the national occupational standards (NOS) in Early Years e.g. Early Years Educator, Early Years Care and Education (Level 3)	√		
GCSE or equivalent at Grade C or above in English and Maths	√		
Knowledge and compliance with policies and procedures relevant to child protection and health and safety	√		
An ability to fulfil all spoken aspects of the role with confidence through the medium of English	√		