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**CHILDREN, YOUTH & FAMILY SERVICES - EARLY YEARS SERVICE**

**JOB DESCRIPTION:** Early Years Practitioner Level 3 Childcare Qualification

 **Baby Room Lead**

**DEPARTMENT:** Children Youth and Family

**REPORT TO:** Early Years Service Manager the Deputy Manager

**HOURS:** 37.5 Hours per week

**SALARY:**

**RESPONSIBLE FOR:** Planning and providing safe, supportive and stimulating environment where babies can thrive.

**Main objectives:**

* To deliver a high standard of development and care for babies who attend the Rainbow Nursery.
* To ensure that the environment is nurturing and safe for babies at all times.
* To develop and maintain key partnership with familiesand toactively involve them in their child’s learning.
* To be responsible for any tasks delegated by the early years’ service manager and undertake the designated officer role as directed.

**Main duties/ activities:**

* To provide a fun and stimulating learning environment with opportunities for the babies to develop their individual strengths, interests and needs both indoors and outdoors.
* To work within the Prime Areas of Early Years Foundation Stage Curriculum and Characteristics of Effective Learning to plan for imaginative and exploratory play.
* To have an awareness of Keeping Children Safe 2018 and the relevant documentation for safeguarding also to work within the child protection guidelines, as well as working within the framework of The Children’s Act and other relevant legislation.
* To adhere to the policies and proceduresset by Westminster Society at all times, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies.
* To follow established parental routines for each individual baby.
* To interact with the babies and actively encourage and facilitate positive relationships between the children, in order to support the development of the babies’ communication and social skills.
* To work in partnership to facilitate positive multi-disciplinary and joint working with a range of other professionals so as to ensure that the needs of babies and their families are supported in the most effective way.
* To support the provision of activities and opportunities, which promote equality, giving consideration to the babies and their families, cultural and ethnic background, religious beliefs, gender and abilities.
* To develop positive relationships with parents and work in partnership to ensure we are achieving the best possible outcomes for babies.

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| * To help ensure the baby room meets Ofsted requirements at all times.
* To undertake the key person duties and keep the Early Years Learning Journal accurate, evaluate the progress and report findings and work in partnership with setting SENCO and other professionals.
* To take key person responsibility for the babies who attend the service which may include home visits to ensure safe and secure the settling in processes.
* To establish effective daily communication with parents, which includes verbal and written feedback (communication books)
* To manage individual babies profile folders, developing snap shot profiles and ensuring regular observations and evaluations of babies’ progress are made.
* To be able to take lead in using observations as a base for planning
* To ensure records are properly maintained, e.g. daily attendance register, accident and incident book, risk assessments
* To provide personal health and care for babies( which includes eating, nappy changing as well as carrying out specific care needs such as administering medication, tube feeding and undertaking manual handling) in a warm and sensitive manner.
* To support babies through the transitions within the setting.
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* To communicate and work effectively with other team members using a variety of communication methods, and participate in team meetings.

**Hours and Holiday’s:**

* To work according to the nursery service’s yearly schedule shift pattern, including participation in the under 10’s inclusive holiday play schemes – this may mean a change to the shift pattern.
* A degree of flexibility is needed over the working day. The job does involve shift patterns. The nursery operates all year round.

In order to deliver service effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above, such duties, however, will fall within the scope of the post.

**EARLY YEARS PRACTITIONER - PERSON SPECIFICATION**

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| **Qualities** | **Essential** | **Desirable** | **Assessment Criteria** |
| **Education** | 1. A recognised NNEB qualification or its equivalent to NVQ Level 3 or above in children’s care, learning and development.
 |  | Application form and assessment center |
| **Experience** | 1. Minimum 2 year experience of working with babies in an early years setting.
 | Experience is within an Ofsted regulated setting  | Application form and assessment center |
| 1. Knowledge and experience of planning within the Early Years Foundation Stage Framework, including the ability to demonstrate initiative and to create and lead appropriate play & learning opportunities for babies.
 |  | Application form and assessment center |
| 1. Working within a team setting with clear demonstrable leadership skills and multi disciplinary meetings
 |  | Application form and assessment center |
| 1. An ability to communicate effectively (both verbally and in writing) with wide range of people, including children their families and other professionals. This includes an ability to maintain and develop through recording systems and good IT skills (Word Processing and Email and use of Tapestry)
 | Experience of use of Baby Signing | Application form and assessment center |

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| **Skills** | 1. A willingness to work with and support babies who have high care and complex needs; including lifting and manual handling procedures and to carry out specialist medical procedures (with training).
 |  | Application form and assessment center |
| **Knowledge** | 1. Knowledge of and a commitment to promoting early years and child care issues, such as the importance of play, the benefits of inclusion, and the value of parent partnership.
 |  | Application form and assessment center |
| 1. Knowledge and understanding of good nursery practice including the health, educational, social, cultural, emotional, developmental and physical needs of babies.
 |  | Application form and assessment center |
| 1. The awareness of and the ability to work within a context of national legislation (e.g.Children’s Act 1989, Working Together to Safeguard Children 2018) and frameworks such as EYFS, Characteristics of Effective Learning as well as local policies, guidelines and procedures.
 |  | Application form and assessment center |
| **Motivation/ Disposition** | 1. A willingness to participate in The Westminster Society’s in service and external training provision and staff supervision programme; including undertaking training to enhance expertise in meeting the social, educational and health development needs of the children.
 |  | Application form and assessment center |
| 1. A warm and friendly disposition who welcomes families and is able to develop a trusting relationship with our families existing and new
 |  | Interview  |