

First Steps Enterprise Limited: *footprints@hattonhill*

Job Title: Early Years Practitioner 1 to 1 Support

Pay: £9.55 per hour plus leave allowance

**Hours: 25 to 30 hours per week*;
During the hours 8.45am to 3.15pm each day**

**Venue: *footprints@hattonhill*,
Based in Hatton Hill Primary School, Litherland**

***Awaiting funding decision on final 5 hours**

Aims of Post

- To deliver high quality one-to-one support to two children (at different times) with additional needs
- To deliver early years childcare in the pre-school setting, in line with the Early Years Foundation Stage, promoting parent & child interaction and the development of the child, and acting as a key worker.

Responsible to:

- **Day-to-day – Nursery Manager**
- Employer – First Steps Enterprise Company Deputy Manager

Responsible for:

- N/a

Main Responsibilities

- To deliver high quality one-to-one support to two children (at different times) with significant additional and complex needs in the nursery
- To deliver high quality early years childcare for this child in the pre-school setting, in line with the Early Years Foundation Stage, promoting parent & child interaction and the development of the child,
- To act a key worker for these two children as directed by the Nursery Manager, ensuring all requirements for being a key worker are adhered to.
- To maintain records of these two children under guidance from the managers.
- To assist in the setting up and clearing of rooms for activities, including preparing snack, supervising lunch, and creating and updating wall displays.
- To ensure a welcoming and friendly environment for children and families at all times.
- To provide regular feedback to parents about their child's development and progress.
- To ensure the data & record keeping requirements are adhered to in line with systems implemented by the company

- To build and maintain positive relationships with children, staff, parents/carers and line management.
- To work within the framework of Safeguarding Children and Child Protection policy and procedures.
- To deliver services within a fully inclusive equal opportunities framework.
- To carry out his/her duties with full regard to the setting's Health and Safety and confidentiality policies and procedures.
- To assist with and undertake general nursery duties

Other Information

- Physical Demands The work requires normal physical effort. It may occasionally involve lifting and handling of play equipment and other resources and to be involved in practical activities and the physical care of young children.
- Working Conditions Sessions are mainly nursery based, but staff will also be expected to attend other venues to support services or attend training.
- General The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties which may be required from time to time. Any such duties should not, however, substantially change the general character of the post.

Criminal Records Bureau and Other Checks

- A full enhanced DBS disclosure will be undertaken, and any adverse findings could result in any offer of employment being withdrawn.
- Previous employer references will be requested
- Qualification checks will be undertaken
- Eligibility to work in UK
- Other checks may be undertaken

PERSON SPECIFICATION – ESSENTIAL (or working towards)

Qualifications

- At least NVQ level 3 in Early Years/acceptance equivalent qualifications as a minimum (or level 2 and pay reflected at that level)
- A current first aid certificate (can be arranged if expired) and willingness to be an appointed person in first aid administration
- Food Safety certificate (can be arranged if expired)
- Willingness to participate in relevant training and development opportunities

Experience

- Good experience working or volunteering in an Early Years setting

Skills/Knowledge/Aptitudes

- Ability to deliver quality one-to-one support to a child with significant additional needs
- Ability to work effectively with colleagues in the delivery of high-quality provision.
- Ability to build and maintain positive relationships with children and parent/carers in order to meet the individual needs of children.
- Good communication, interpersonal and organisational skills.
- Experience of working within or implementing effective key worker systems.
- Good understanding of Development Matters in the Early Years Foundation Stage framework.
- Thorough knowledge of all aspects of child development and an understanding of the range of factors affecting development.
- Ability to promote a positive ethos and role model positive attributes
- Good personal numeracy and literacy skills
- Awareness of inclusion, especially within a setting
- Effective use of ICT to support learning
- Able to demonstrate an up to date knowledge of current developments and legislation relating to early years education and childcare.
- Knowledge and understanding of child protection issues, practices and procedures.

Team Working

- Demonstrates a non-judgemental approach to values, views and needs of others. Sees other people's point of view and encourages and respects views that are different from own. Takes time to get to know people and how they operate.

Adaptability

- Supports the change process, remaining positive during times of change. Willingly co-operates with others and highlights potential problems in a positive and supportive way.

Professional Values and Practice

- Ability to build and maintain successful relationships with children and adults, treating them consistently, with respect and consideration.

- Ability to work collaboratively with colleagues both within school/Children's Centre and other organisations.
- Ability to improve own practice through observations, evaluation and discussion with colleagues.
- High expectations of all children; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their early year's development.
- Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice.
- Able to liaise sensitively and effectively with parents and carers, recognising their role their child's learning.
- Able to improve their own practice through observations, evaluation and discussion with colleagues

OTHER DETAILS

- Wage £9.55 per hour plus leave allowance
- During the times 8.45am to 3.15pm each day, term-time only, total 25-30 hours per week (awaiting decision on 5 hours of funding)
- Additional hours may be available to cover other staff non-session time
- Annual leave based on number of hours worked per week and over the contract fixed-term period. This is done on a pro-rata basis of 25 days leave/175 hours. It cannot be taken in term-time. It is added to the wage. The wage is then divided into equal payments over an appointed timeframe
- Pay is fortnightly, but one week in arrears.
- Place of work: footprints@hattonhill, based within Hatton Hill Primary School in Litherland, Merseyside.
- Fixed-term in line with offer letter. Any extension beyond this period is not confirmed and is subject to funding and commissioning arrangements
- The post is subject to all checks highlighted above
- To apply complete an application form here [Application Form - First Steps Enterprise Limited](#)