



# JOB DESCRIPTION

<b>CHILDREN &amp; YOUNG PEOPLE'S DIRECTORATE</b>	Sharrow School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
<b>SCHOOL</b>	SHARROW SCHOOL
<b>POST TITLE</b>	Early Years Assistant Practitioner
<b>SALARY RANGE</b>	LD2 Grade 2 / LD2.5 Grade 3
<b>RESPONSIBLE TO</b>	Senior Management Team & Deputy Childcare Manager as defined in staffing structure
<b>RESPONSIBLE FOR</b>	As defined in staffing structure
<b>HOLIDAY AND SICKNESS RELIEF</b>	Not applicable
<b>PURPOSE OF JOB</b>	<p>Under the guidance of the Senior Management Team and Deputy Childcare Manager:</p> <ul style="list-style-type: none"> <li>• To support existing provision to develop Children's Centre Services.</li> <li>• To work alongside local workers to enhance quality in early years provision.</li> <li>• To develop a variety of on-site childcare services within the community, ranging from nursery and crèche provision, through to out of school services and outreach activities.</li> <li>• Increase parental involvement in the Children's Centre in a broad range of activities.</li> </ul>
<b>RELEVANT QUALIFICATIONS AND EXPERIENCE</b>	VERY GOOD LITERACY/NUMERACY SKILLS NVQ 2 IN CHILDCARE OR EQUIVALENT QUALIFICATIONS OR EXPERIENCE

**JOB DESCRIPTION FOR POST OF: ASSISTANT EARLY YEARS PRACTITIONER  
SPECIFIC DUTIES AND RESPONSIBILITIES**

The postholder must at all times carry out his/her duties and responsibilities within the spirit of City Council and School Policies and within the framework of the Education Act 2002 and School Standards and Framework Act 1998, with particular regard to the statutory responsibilities of the Governing Bodies of Schools.

***Main Duties and Responsibilities***

1. To support the development of good quality childcare places.
2. To be a member of a team delivering high quality child-care provision supporting local groups and training.
3. To be responsive to the learning needs and care of children aged 0 – 3 years, and 4 to 11 years.
4. To work alongside others to deliver high quality play and learning experiences, in particular the Deputy Childcare manager and other professionals.
5. To contribute to data collection, monitoring and evaluation.
6. To encourage local workers and parents/carers to participate in training and signpost to other agencies.
7. Provide intimate care and first aid as appropriate
8. Contribute to good communications with all members of the team and with the wider community including parents, schools, childcare and play related organisations.
9. Monitor and maintain a healthy, safe and secure environment.
10. To participate as a full member of the team by attending meetings to aid planning and the development of Children’s Centre activities.
11. To participate as a full member of the team, by attending events and activities as appropriate.
12. To attend and participate in team meetings, supervision and appraisal.
13. To main a good level of personal development, in particular by keeping up to date with innovative practice, new legislation and theory.

Any other duties and responsibilities appropriate to the grade and role

All the above duties and responsibilities to be carried out in accordance with Sheffield City Council’s Policies (and/or Policies adopted by the School Governing Body), Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

**ISSUE DATE: October 2023**

**PERSON SPECIFICATION / SELECTION CRITERIA**

*Please detail how you meet the requirements of the person specification in Section 5 of the application form, giving examples which demonstrate how you meet these requirements*

E - Essential

D - Desirable

**EDUCATION & QUALIFICATIONS**

Strong academic record including Maths and English GCSE grade C or better	E
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Good written and spoken English	E
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NVQ Level 2 in Early Years Care and Education or equivalent NNEB, Diploma in Childcare Education or BTEC National Diploma in Early Years	E
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**EXPERIENCE & KNOWLEDGE**

Knowledge of current and relevant guidelines and legislation	E
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Knowledge and understanding of child development	E
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Ability to work creatively to meet the needs of families	E
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Able to work with parents to effect change	D
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Ability to work effectively as a member of the Children's Centre staff team	E
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Ability to communicate effectively with children, parents and other professionals	E
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Commitment to working in an anti-discriminatory way to ensure equality of opportunity	E
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Previous experience of working with under 3s	D
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Previous experience of working with children with SEND	D
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**PRACTICAL SKILLS**

Excellent interpersonal and communication skills with the ability to communicate effectively and appropriately with people at all levels.	E
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A good knowledge of the Early Years Foundation Stage curriculum	D
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Able to interact effectively with parents/carers	E
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Good organisational skills	E
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Good ICT skills	D
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**WORK RELATED CIRCUMSTANCES**

Able to work varying shifts – between 8am and 5pm	E
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Able to attend staff meetings, supervision meetings and undertake relevant training	E
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**PERSONAL QUALITIES AND ATTRIBUTES**

Reliable, flexible and enthusiastic	E
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A sense of humour	E
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Calm, patient and caring nature	E
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Awareness of sensitive information and the need for confidentiality	E
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A commitment to the school's vision, values and ethos	E
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A willingness to train and develop professionally	E
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A commitment to the safeguarding and welfare of all students.	E
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An understanding of and commitment to equal opportunities in its widest sense and a commitment to inclusive education	E
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