



Brighter  
Futures for  
Children

[brighterfuturesforchildren.org](http://brighterfuturesforchildren.org)

## Early Years Practitioner Level 3

Job Description & Person Specification

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## Job Information

<b>Post Title</b>	<ul style="list-style-type: none"><li>• Early Years Practitioner level 3</li></ul>
<b>Reports to:</b>	<ul style="list-style-type: none"><li>• Room Leader</li></ul>
<b>Grade and Salary:</b>	<ul style="list-style-type: none"><li>• RG3, SCP 8 - 11</li></ul>
<b>Location</b>	<ul style="list-style-type: none"><li>• BFFC Nurseries</li></ul>
<b>Conditions:</b>	<ul style="list-style-type: none"><li>• NJC</li></ul>

### Job Purpose

Brighter Futures for Children is a not-for-profit company, owned by, but independent of, Reading Borough Council. Although we are independent, we are very much part of the Reading Family. Our people enjoy all of benefits as other Council employees including membership of the Local Government Pension Scheme and continuous service.

We work closely with partners in the local community and key organisations including Reading Borough Council, policy, public health and voluntary groups. We are responsible for the delivery of children's social care, early help & prevention, education services (including SEND). This also includes fostering and adoption, the Youth Offending Service and traded services with schools.

Our main aim is to protect and enhance the lives of the children of Reading. We help families find long-term solutions to ensure children lead happy, healthy and successful lives.

You will be required:

- To use existing knowledge of the EYFS and Ofsted Statutory requirements to provide high quality care and learning to children aged 5 and under.
- To understand and adhere to the Policies and Procedures of BFFC and its Nurseries

### Designation of Post within Company Structure

Nursery Manager

|

Deputy manager

|

Room leader

|

EYP Level 3

# 1. Your role

## Operational

- To ensure a full understanding of the nursery safeguarding policies and procedures and to maintain personal responsibility to safeguarding children
- To bring any safeguarding concerns to the attention of the designated safeguarding leads
- To support your line manager in the effective running of a room
- To be a Key Person or Buddy to a group of children and to focus on their unique style of learning
- To ensure that you have an excellent understanding of the EYFS statutory framework and child development
- To use your child development knowledge to ensure that all children are learning, being challenged and making progress from their starting points
- To ensure harmonious relationships between the setting and our families
- To be an advocate for home learning
- To ensure an enabling learning environment for the children
- To ensure the children are represented within the environment and that stereo types are challenged
- To actively encourage positive behaviour from children
- To ensure that ratios are met at all times
- To support apprentices in their role
- To act as a positive role model to children and adults
- To develop deep understanding of Cultural Capital and British Values and your role to prepare children for future success
- To identify when a child may require additional support and notify the SENCo.
- To use your knowledge and understanding to support children who have additional needs with guidance from the SENCo.
- To complete children's learning documentation to a high standard within timescales set
- We belong to a group of four nurseries, and you may be required to work across the settings

## Personnel

- To attend regular staff meetings and appropriate training sessions, which ensure staff, are kept up to date with the latest thinking in relation to early years provision and OFSTED requirements.

## Health & Safety

- To ensure that the highest standards of safety, security, hygiene and cleanliness are always maintained across the provision, and in particular, within your own room.
- To ensure that you always follow the security and safety systems in place
- To complete food hygiene training and to prepare snack and light meals for the children
- To undertake cleaning duties as required to maintain the hygiene of the setting
- To care for the setting equipment and report or remove any problems as soon as is practically possible.

## General

- To adhere to all Policies and Procedures including attendance at meetings, preparation of reports and any other duties as required.
- To ensure the BfFC Inclusion and Equality of Opportunity Policy is always adhered to.
- To take reasonable care of your own health and safety and co-operate with management, so far as is necessary, to enable compliance with the company's health and safety rules and legislative requirements
- To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post
- Brighter Futures for Children is a dynamic organisation which recognises the need to respond flexibly to changing demands and circumstances. While this job description provides a summary of functions and responsibilities of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post.
- This list of duties and responsibilities should not be considered as exhaustive as other duties may be required to be undertaken by your line manager providing, they are appropriate to the scale within which you are being paid.

## 2. Relationships – who you will work with

<b>Internal:</b>	<ul style="list-style-type: none"><li>• Staff</li><li>• Line Manager</li><li>• Children</li><li>• Parent</li></ul>
<b>External:</b>	<b>Develop and promote strong partnerships with:</b> <ul style="list-style-type: none"><li>• Agency</li><li>• Parent</li><li>• Early help professionals</li><li>• Social workers</li><li>• Teachers</li><li>• Educational psychologist</li><li>• Sensory consortium</li><li>• Portage</li><li>• Speech and language therapist</li><li>• Health visitors</li></ul>

## 3. What your performance will be measured against

- Personal objectives set as part of your continuous professional development.

## 4. Your level of autonomy

- Required to work as part of a team as well as using own initiative to deliver objectives

## 5. Personal Attributes

- Honest
- Quality-Driven
- Caring
- Responsible
- Respectful
- Creative
- Confident
- Approachable
- Friendly
- Uses initiative
- Achieves deadlines

## 6. Scope of Job (Budgetary/Resource Control/Impact)

- No direct budgetary requirements within this role.
- Monitoring resources will be part of the role.

## Special/Other Requirements/Responsibilities of this Post

Level of DBS check required for this post	Enhanced with a check of the barring list(s)
If *, does the post require a check against the list of people barred from working with vulnerable adults?	YES
If *, does the post require a check against the list of people barred from working with children?	YES/YES
What other security/safer recruitment clearances are required for this post? (excluding standard identity/work permit/education qualification checks)	NONE or list
Is this post “politically restricted”?	NO
Responsibility for Health & Safety:	YES
Please specify responsibility for implementing the company’s risk management strategy as it applies to the service, ensuring risks to service delivery and specific projects or initiatives are recognised and that actions are taken and monitored to mitigate risks identified	List if appropriate
Please specify any other Statutory Duties and/or responsibilities of this post not already covered in the “Main Duties & Responsibilities” above	List or N/A



## Person Specification

### Qualifications & Education

#### Essential:

- Level 3 Early Years Qualification

### Experience

#### Essential:

- Experience working with children as you obtained your level 3 qualification
- A good standard of English and Maths – with relevant qualifications to show pass grades for these subjects

#### Desirable:

- Knowledge of early intervention and the challenges faced by children and families in areas considered to be disadvantaged.
- 12 hours paediatric first aid trained

### Additional Working Requirements

#### Essential:

- Job involves working with sensitive and confidential information about children and will be subject to an enhanced DBS check.
- Occasional evening and weekend working.