



## **Job Description and Person Specification**

**Job Title:** Early Years Practitioner (level 2 or above) - Centro Infantil Menchú

**Reports to:** Menchu Nursery Manager

**Hours per Week:** 30 hours (term time) from Monday to Friday. One hour lunch and shifts between 8.00 am-3.00 pm and 9.00 am-4.00 pm

**Contract:** Permanent, starting ASAP

**Salary Range:** £11.22 - £12.47 per hour (depending on level of qualification)

**Pension:** Government Workplace NEST Pension Scheme 5% contribution

## **Job Purpose**

Our work is dedicated to support the needs of the Latin American community in London and beyond, particularly those disadvantaged or at risk, for example those in low paid jobs, facing barriers to social protection, elderly and without skills or knowledge of the system.

Centro Infantil Menchu (Menchu Nursery) is our early years project, one of the first of the organisation founded in 1983. It started as a creche and became one of the first Spanish-speaking nurseries in London. It is a bilingual English-Spanish nursery rated Good by OFSTED and it constitutes a place where children from different backgrounds play and develop their cognitive skills by hearing and learning our mother tongue, Spanish.

The main purpose of the Practitioner's role is:

- To be a proactive member of staff who provides a safe, stimulating and inclusive environment in which children are supported and encouraged to achieve their full potential.
- To implement active bilingual learning and to develop innovative strategies if necessary.
- To offer full and practical support in the day to day running of the nursery.
- To ensure the cognitive, emotional and physical development of children as well as their health and safety at all times.
- To ensure that Centro Infantil Menchu becomes widely recognised and sought-after among parents of the Latin American communities.

## **Main Duties and Responsibilities**

### **As a Practitioner**

- Work as a team member, contributing to the planning, preparation, delivery and evaluation of learning.
- Maintain a comfortable, safe and stimulating environment which supports and reflects diversity amongst the children and ensures that all children have equal access to learning and development

opportunities. Implement Centro Infantil Menchú's Equal Opportunity Policy and work actively to overcome discrimination and stereotyping.

- To take responsibility within the team for the "key person" role of a child or group of children, as defined by the EYFS. This involves planning, evaluation, observation, assessment, report writing, record keeping and attending meetings, consultation with parents/carers etc.
- To be fully up to date with the requirements of the Early Years Foundation Stage curriculum and ensure that your practice meets the requirements.
- To be involved in developing and delivering a stimulating and creative atmosphere within the setting.
- To undertake the personal care of children (including the changing of nappies/soiled clothing for which parental/carer permission has been granted) which may also require the carrying out of basic medical procedures and administering of first aid for which training will have been provided.
- To ensure that clean and hygienic standards are maintained at all times. This includes daily nappy changing and other nursery / housekeeping duties.
- To be aware of Child Protection issues, identifying and monitoring suspected child abuse and children at risk, reporting to the designated Child Protection Officer.
- To advise line management of inappropriate practice, raising concerns that may put children at risk by colleagues and/or other professionals.

#### **As a Team Member**

- To maintain and follow all Health and Safety policies and procedures at all times.
- To follow all the organisation's operational policies and procedures at all times.
- To follow all routines, duties, timetables, rotas, record keeping activities and any other reasonable duty as requested by the nursery manager.
- To ensure that the communication with children, parents and the staff team is polite and courteous at all times.
- To share relevant information and ensure that information passed between parents and staff is communicated to the nursery manager.
- To be actively involved with staff meetings and the review of policies and procedures, self-evaluation and action planning.
- To maintain confidentiality about all issues related to children and their families, your own and other staff members issues and any other management or operational issues.
- To take responsibility for continued professional development by attending training sessions (in-house and external), receiving constructive feedback and reading relevant material.
- To support volunteers and students on work placements.
- To carry out any other reasonable additional duties as requested by your line manager from time to time.
- It will be expected that you will be able to work some evenings and occasional weekends.
- To uphold the ethos and protect the good name of both Centro Infantil Menchú and the Latin American House, and to promote Latin American cultures and knowledge.

## Person Specification

Requirement	Essential	Desirable
Education, training and qualifications	CACHE or NVQ Level 2 or above qualification in Childcare and Education or a recognised equivalent.	Paediatric First Aid certificate.
Skills and knowledge	<p>Working knowledge of EYFS statutory framework, safeguarding children, and child development.</p> <p>Understanding of the Nursery's role in meeting the needs of families and encouraging parental participation.</p> <p>Computer literate.</p> <p>Knowledge and understanding of children's development and needs.</p> <p>Good communication and interpersonal skills</p>	<p>Problem solving and creativity.</p> <p>Knowledge of basic packages e.g., Google Suit, Tapestry.</p>
Experience	<p>Experience working with children in the Early Years.</p> <p>Experience working with children with special needs.</p> <p>Experience of record keeping and report writing.</p> <p>Experience of liaising with professional bodies e.g. Ofsted, local authority and training providers.</p> <p>Knowledge and understanding of anti-discriminatory legislation.</p>	Experience in an OFSTED Outstanding nursery.
Personal attributes	<p>Passionate about helping children to develop to their full potential.</p> <p>Highly motivated and enthusiastic.</p>	

Other requirements	<p>Fluency in English both written and spoken.</p> <p>Able to work shifts between 8am-3pm and 9am-4pm from Monday to Friday.</p>	
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**Other requirements:**

This post is subject to an enhanced DBS (Disclosure Barring Service) check.

You might be requested to participate in occasional organisational activities at weekends and/or outside your working days/hours.

This job description outlines the current main responsibilities of the post, however, the duties of the post may change and develop over time and the job description may be amended in consultation with the post holder.

For further information, please visit our website [www.casalatina.org.uk](http://www.casalatina.org.uk) or [www.casalatina.org.uk/vacancies](http://www.casalatina.org.uk/vacancies)