

JOB DESCRIPTION AND PERSON SPECIFICATION

Job title:	Early Years Practitioner Plus (Level 3)
Responsible to:	Senior Early Years Practitioner
Responsible for:	n/a
Location:	Work base: TBC May be required to work at other locations throughout Calderdale.
Nature of employment:	Permanent
Date of review:	October 2025

Purpose of post:

- To support the children's learning, with regard to their individual social, emotional, physical and intellectual needs.
- To help promote and maintain a warm, welcoming, safe and attractive environment for the children within the day care setting.
- To provide high quality integrated care and education for young children.
- To participate in the work, organisation and development of the day care setting, in accordance with the aims of North Halifax Partnership, under direction from the Nursery Management Team.
- To serve as a role model for children, colleagues, and families by upholding high standards of professionalism, kindness, and integrity, fostering an environment where positive behaviour, inclusivity, and curiosity are encouraged and celebrated.

Key areas

- To make decisions within established policy and practice of the day care setting, with regard to the intellectual, physical and emotional wellbeing of the children.
- To work individually and as part of a team in meeting the social, emotional, physical and educational needs of the children and their families in the day care setting, under the guidance of the Management Team.
- To monitor each child's progress through keeping appropriate observation and assessment records, as well as health and safety and fire safety records when required.
- To contribute towards the planning of programmes of the appropriate learning experiences during planning meetings with the Nursery Management Team.
- To have a clear understanding of safeguarding policies and procedures, and to act appropriately should areas of concern arise, in line with North Halifax Partnership policies and procedures.

Main Responsibilities

- Supervisory responsibility for the children in the daycare setting.
- In the absence of a member of senior management to be responsible for the day-to-day supervision of delegated members of staff, students and volunteers.
- Have delegated lead responsibility for an area of the curriculum.
- To take delegated responsibility for the daycare in the absence of other members of the Management Team.



- To participate in the development and day-to-day running of the day care setting and provide a warm, welcoming and secure environment in line with current safeguarding and welfare requirements.
- To report to the Nursery Manager on any areas of concern or issues, to ensure early intervention.
- To input data and other information into Nursery administration systems, to ensure that audit, safeguarding protocols and Ofsted requirements for EEF funding are met.
- To work in partnership with parents and carers in the care of their children and to encourage participation in Family Hub activities.
- To offer support, advice and guidance to parents and carers when appropriate.
- To encourage the involvement of the local community in the setting's activities.
- To assist in preparing reports for the Senior Management Team that may be required for other agencies, as requested.
- To assist in the liaison with other professional staff involved in meeting the needs of the child.
- To attend and contribute to internal team meetings and discussions.
- To attend any relevant external safeguarding/SEND related meetings.
- To keep up to date with current legislation and adapt to policy change as appropriate.
- To take part in evidence-based interventions and support the practical delivery of new innovations ensuring best practice in the delivery of early years care and education.
- Work as a team with colleagues to ensure that there is consistency in the procedures, protocols and practices across NHP day care settings.
- Attend relevant training as appropriate.

Other requirements for this role:

- All staff are expected to demonstrate consistently high standards of personal and professional conduct and maintain high standards of ethics and behaviour, in line with the NHP Code of Conduct.
- To actively engage in the performance management review processes.
- To perform the duties specified and other duties as required from time to time under the guidance of a line manager and be willing to undertake other duties as reasonably requested.
- To have a clear understanding of safeguarding policies and procedures and to act appropriately should areas of concern arise, in line with the North Halifax Partnership (NHP) policies and procedures.
- To ensure that North Halifax Partnership's Equal Opportunities policies are proactively implemented so as to promote inclusion, equality and valuing diversity.
- Attend staff and other meetings and participate in staff training and development events as required.
- To continue personal professional development, as required.
- To ensure adherence to the organisation's policies and procedures with reference to Equal Opportunities, Safeguarding, Data Protection and Health and Safety.
- To work in a flexible manner in line with the organisation's objectives

- To provide excellent customer care in dealings with the public.
- Be willing to work unsociable hours, including some weekends and evenings.
- Willingness to travel across the region.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The postholder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.

Please note our standard terms of employment will include a mobility clause to enable the postholder to work in one or more NHP locations. Any requirement to work in one or more location, or move location will be discussed with you.

North Halifax Partnership Ltd is an equal opportunity employer. We are committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment. An enhanced disclosure and barring service check is undertaken for all staff – a caution or conviction does not automatically prevent an offer of a job and any issue may be discussed with a prospective employee.

PERSON SPECIFICATION

POST TITLE:	Early Years Practitioner Plus (Level 3)	
Attributes	Essential Criteria	Desirable Criteria
Relevant Experience	<ul style="list-style-type: none"> • Experience of working within an early years group setting. • Experience and understanding of the developmental needs of babies and young children. • Knowledge of key worker systems and record keeping. • Experience of working in partnership with other agencies. • Experience of being responsible, and accountable, for a defined key area in the nursery. 	<ul style="list-style-type: none"> • Experience of working in partnership with other agencies.
Education, qualifications and Training Attainments	<ul style="list-style-type: none"> • Must hold an approved qualification in early years (level 3 or above) as defined by the Department for Education on the Early Years Qualifications (list published on GOV.UK: https://www.gov.uk/guidance/early-years-qualifications-finder which also includes information on overseas qualifications). • Staff who achieved their full and relevant level 3 or above qualification on or after 1 September 2014 must also hold a suitable level 2 English qualification. • Must have knowledge of maths to effectively deliver the EYFS curriculum • Must have sufficient understanding and use of English to ensure the well-being of children in their care. • Willingness to undertake training. • Current and up to date understanding of safeguarding children. 	<ul style="list-style-type: none"> • Paediatric First Aid Qualification. • Current Basic Food Hygiene Certificate. • Other related training.
General and Special Knowledge /Ability	<ul style="list-style-type: none"> • Knowledge and understanding of safeguarding practice. • Knowledge of keyworker systems and record keeping. 	<ul style="list-style-type: none"> • Knowledge of Family Hub and Nursery services.



	<ul style="list-style-type: none">• Knowledge and understanding of the current Early Years curriculum.• Knowledge of Child Development.• Ability to communicate well with adults and children.• To be able to demonstrate the ability to work as part of a team.• Ability to write legibly and good presentation skills.• Ability to use IT equipment and some knowledge of a range of IT packages e.g data base, MS Office.• Good organisational skills.• Ability to work flexible hours, which may include occasional weekends and evenings.• Awareness of equality and diversity.• Awareness of health and safety in relation to the role.• Ability to travel in connection with work.	
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