



Little VIPs Day Care at Lowther Endowed School

Level 3 Early Years Childcare Practitioner

Job Description and Person Specification



Job Opportunity: Level Three Early Years Childcare Practitioner

Location: Little VIPs Day Care at Lowther Endowed School, Hackthorpe, Cumbria, CA10 2HT

Position: Permanent Full-Time / Part-Time considered for the right candidate

Salary: PCD5 £25,183 (pro rata) (£13.05 per hour)

Start Date: 9th June 2025, or as soon as possible after this date

Job Description

1. Support of Children:

- To supervise the children in an inclusive manner, ensuring their safety and access to learning activities. To provide a range of play and learning opportunities and general care that reflects the child's individual ability.
- To fulfil key person responsibilities for a group of children attending Little VIPs Day Care at Lowther Endowed School.
- To provide a range of learning opportunities and general care that reflects the child's individual ability.
- To nurture positive relationships with children ensuring their emotional well-being and promoting their confidence and self-esteem.
- To share responsibility with colleagues for creating a provision in which all children can interact and develop fully, intellectually, physically, socially and creatively through play.
- To provide learning experiences that challenge and enable young children to grow in confidence and independence within a stimulating environment.
- To take responsibility for the observation, assessment, monitoring, and record keeping of children's learning and development using a variety of methods, to inform planning.

2. Support for the Senior Management Team:

- To work with senior staff in creating and maintaining a purposeful and organised environment that supports the delivery of play and learning opportunities.
- To monitor children's achievements and identify any difficulties.
- To ensure that practice complies with the school's policies and procedures.
- To support the management team in the organisation of the school's provision on a day-to-day basis, including administrative tasks.
- To develop learning opportunities and implement these to meet the differentiated learning needs of individual children as outlined in EYFS.
- To support with the supervision of trainee practitioners as required.

3. Support for Early Years Foundation Stage:

- With guidance from senior staff to provide learning activities within the guidelines of the EYFS.
- With guidance from senior staff to plan, prepare and deliver an Early Years Curriculum for young children.
- To support the use of a variety of equipment for learning activities, including ICT.

4. Support for the Parents/Carers:

- To ensure a warm and welcoming approach to parents/carers, which encourages their participation and involvement in the nursery and school.
- To develop positive relationships with parents/carers, and be sensitive to their needs.
- To support parents/carers to develop their understanding of how their child learns.
- To be sensitive to the individual needs of parents/carers.

5. Support for the nursery and school:

- To have a sound knowledge of and comply with the policies and procedures relating to safe guarding, health and safety, security, confidentiality and data protection; reporting all concerns to the appropriate person.
- To understand and promote inclusion and equality policies and procedures.
- To support and work with other professionals.
- To attend relevant meetings as requested by the Nursery Manager or Headteacher.
- To undertake appropriate training opportunities and professional development in order to maintain a high-quality provision.

6. Arrangements for the Supervision and Professional Development of the Postholder:

- Through regular supervision and staff development, identify and undertake appropriate training and professional development opportunities that ensure the necessary skills, knowledge and understanding are kept up to date.

7. General:

- To undertake such other duties, which may reasonably be regarded as within the nature of the duties/responsibilities and grade of the post.
- The postholder must undertake their duties in a way that secures positive action in respect of equal opportunities and a multi-cultural approach.
- The postholder must comply with Safeguarding, Inclusion and Diversity Policy.

Person Specification

Job Title: Level Three Early Year Childcare Practitioner

Setting: Little VIPs Day Care at Lowther Endowed School

Age Range: 6 months – 5 years

	Essential	Desirable
Full and relevant Level 3 qualification in Early Years/Childcare (e.g., CACHE, NVQ, BTEC)	x	
Paediatric First Aid Certificate		x
Safeguarding/Child Protection training		x
Further professional development (e.g., SEND, behaviour management)		x
Experience working with children aged 6 months to 5 years	x	
Experience in planning and delivering EYFS-based activities	x	
Experience in a mixed-age early years setting	x	
Experience working with children with additional needs	x	
Sound understanding of the EYFS framework	x	
Ability to observe, assess and record children's development	x	
Strong knowledge of safeguarding policies and procedures	x	
Effective communication skills with children, parents, and colleagues	x	
Knowledge of health, safety, and hygiene in early years settings	x	
Warm, nurturing, and child-centred approach	x	
Reliable and responsible, with good time management	x	
Team player with a positive attitude	x	
Commitment to continuous professional development	x	