



EARLY YEARS PRACTITIONER VACANCY

Comet Nursery School and Children's Centre would like to appoint an Early Years Practitioner to work as part of the Children's Centre team. Comet is an outstanding Nursery School and Children's Centre within a diverse and vibrant community.

This is a fixed term position until March 2024 with the likelihood to be extended.

The application form is available via our website
www.cometnurseryandcc.co.uk or
email admin@comet.hackney.sch.uk

We welcome visits to the children's centre so please call or email to book a time.

Closing Date:

Monday 30th January 2023 at 12pm

Interviews:

Tuesday 7th February 2023

Contact Us

20 Halcomb Street N1 5RF
020 7749 9850
admin@comet.hackney.sch.uk



Welcome to Comet

Comet is a vibrant and inspirational maintained nursery school and children's centre based in the heart of Hoxton. We are highly regarded in the community for its inclusivity, diversity and expertise with our children. At Comet we are committed to the inclusion of children who have additional needs and our experienced team are there to support the children and families in their learning journey throughout their time with us.

Our ethos and philosophy is firmly rooted in the principles of high quality early years' education and care where children are encouraged to be curious, to explore and develop their interests through a play based and open ended provision. We support families to understand the progress of their children and sign post to other services where appropriate.

Our team are experienced, forward thinking and committed to the strong early years pedagogy that we are always continuing to develop at Comet. We are a hardworking team that are reflective in our practice, while our ethos is based on creativity, nurture and respect in everything we do.

At Comet we have a 2 year old provision as well as 2 nursery classes. The Children's Centre is part of all that we do at Comet and we have recently taken over the leadership and governance of another local Children's Centre.

If you are passionate about children's learning and development in the early years and want to work in a supportive environment, then this is an excellent opportunity for you to join our growing team and make a difference to our school & children's centre. We are an outward facing provision always looking to develop opportunities for the children and families in our local community.

I hope this has given you a small insight into the provision at Comet.

Best wishes,

Lisa Clarke

Headteacher



What we can offer

- At Comet we celebrate the diversity of our school and children's centre community. Our provision embraces inclusion, this is central to our offer for children, families and our staff team.
- We have made a commitment to our staff to ensure we review staff workload so they have a good work life balance.
- We provide all staff with opportunities to progress their career through training and development.
- We provide opportunities to visit other early years settings as a way of offering practical CPD opportunities.
- We provide a positive environment to work with an emphasis on team work.
- If you have a child of nursery age we offer priority places within the nursery.
- We have a provision for breakfast and after school clubs. If your child attends Comet, they are given priority if a place is required.
- We are developing expertise across Comet through our School and Children's Centre Development Plan. We would look to support you development through taking on projects and areas of expertise.

Who we are looking for

- Experience of working with families and children under 5.
- Someone who is enthusiastic and passionate about working with young children.
- A good understanding of the importance of high quality learning experiences both inside and outdoors.
- A caring attitude to young children and their families.
- A commitment to working with families who come from our diverse community.
- Good skills in literacy, ICT and numeracy.
- Excellent communication and interpersonal skills.
- An ability to be flexible in the post and a good team member.





Job Description for Early Years Practitioner

Job details

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| Job title: | Early Years Practitioner |
| Reporting to: | Children's Centre Manager and Senior Leadership Team |
| Grade: | Scale 5 (£29,364 - £30,852 actual salary) |
| Hours: | 30 hours per week, all year round |
| Contract: | Fixed Term until March 2024 (likely to be extended) |

Context of the post:

- To work as part of the Children's Centre team to provide care, support and education to children and families.
- To promote and support Early Years Education, providing positive child centred learning opportunities that meet the requirements of the Early Years Foundation Stage framework.
- Work proactively with other professionals such as the health team, dietitian and family practitioners.

Duties and Responsibilities:

- Work with the Children's Centre team to plan and carry out, high quality play and learning programmes for children and their families.
- Display children work and work within the team to create a stimulating age appropriate learning environment which provides consideration of families' ethnic, cultural and linguistic background and including the children's gender and individual needs.
- Support children with additional needs and their families.
- Accompany children and families on outings.
- Support children's learning and development, fostering independence, self-confidence and self-regulation.
- Be supportive and welcoming to families recognising the expert knowledge they have of their child's learning and stage of development.
- Be aware and comply with policies and procedures relating to safeguarding, health and safety, security, confidentiality and data protection reporting all concerns to the appropriate person or Designated Safeguarding Lead (DSL).
- Establish good relationships with parents/carers and encourage them to participate in activities with their children in a supportive capacity.



- Have a good knowledge and understanding of resources and services within the local community and signpost families accordingly.
- Work with the ESM to identify families in need of additional or 'early help' support making appropriate referrals to the Extended Services Manager.
- Demonstrate enthusiasm, energy, patience and initiative within your role at Comet.
- Provide a healthy selection of snacks and meals that supports Comet's healthy living agenda.
- Work with the team to provide a high quality after school provision that reflects a safe, relaxed and homely environment.
- To attend supervision sessions and team meetings as required.
- To keep up to date with current thinking by attending courses, reading documents and identifying any training needs that would support your role.

General requirements

- The post holder must at all times carry out their responsibilities with due regard to local and Hackney Education policy, organisation and arrangements for Health and Safety at Work.
- Carry out your duties in line with Hackney Education policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment and promote and work within Comet's ethos and philosophy.
- Maintain confidentiality at all times with regard to children and families, personnel and wider school/centre issues.
- To work within the Comet's Child Protection Framework, bringing any concerns to the attention of the Designated Safeguarding Officer (DSL) or senior leader as soon as possible and in the appropriate manner.
- On occasions to work flexibly as required.
- To undertake additional tasks in order to achieve the objectives of the post, as directed and deemed appropriate by the line manager/Headteacher and commensurate with the grading of the post.

Person specification

| CRITERIA | QUALITIES |
|------------------------------------|---|
| Qualifications and training | Level 3 qualification in Early Years or equivalent |
| Experience | <ul style="list-style-type: none"> • Working with children under 5 and their families/carers • Multi-agency working and ability to effectively sign post • Working with children who have additional needs • Supporting families in need of 'Early Help' |
| Skills and knowledge | <ul style="list-style-type: none"> • Good oral and written communications skills • Knowledge of the Early Years Foundation Stage framework • Sound understanding of early childhood development and learning • First aid and health and safety in the early years • Understanding of safeguarding and child protection • Knowledge of the policies and practices in the early years • Effective use of ICT to support your role • Relate well and interact effectively with children and families • |
| Personal qualities | <ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the school/Centre • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school/centre • Ability to work under pressure, prioritise effectively and work as part of a team • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Embraces change well • Deals with difficult situations effectively • Be a reflective practitioner |

Notes:

This job description may be amended at any time in consultation with the postholder.