



ASSIGNMENT 1

Understand the Role of the Early Years Practitioner

Unit Ref: R/617/7889

Please read through the underpinning knowledge in this unit and then attempt the assignment questions at the end. Do not copy from the text: All answers must be submitted in your own words



Learning outcomes

By the end of this assignment you will:

- ❖ Understand the role of the early year's practitioner
- ❖ Understand the role of policies and procedures in a childcare environment
- ❖ Understand the role of continued professional development
- ❖ Be able to manage own continued professional development

Assignment One: Understand the Role of the Early Years Practitioner

Understanding your own role

It is important as a childcare practitioner to be able to understand your own role and be able to work within this role in order to support the team you work with and the children in your care. All employees should be given a job description which outlines the main responsibilities of the role, this ensures that the employee is occupationally competent and able to fulfil the requirements of the job. Having a job description will also protect the employee, it can be referred to as needed to ensure any tasks you are being asked to carry out have been agreed beforehand. There will always be alterations to a job role and additional responsibilities to meet but the aim of the job description provides a clear overview of what you will be expected to do. If you are asked to complete a task where you do not feel occupationally competent or qualified you should discuss this with your supervisor before starting the task. This will protect you and the employer.

Working with babies and young children means you will be in a position of responsibility; it is extremely important that you act professionally at all times. There are certain behaviours which one would expect to display when working in a childcare setting. Some of these can be seen in the table below.

Behaviour	Why this is important
❖ Treat all children with respect	<p>It is important that all children are treated as individuals.</p> <p>You should ensure that all children are listened to and that you show an interest in what they would like to tell you.</p> <p>Favouritism should not be displayed</p>
❖ Set good examples	<p>Children imitate behaviour</p> <p>It is important that they have a positive role model</p>
❖ Use positive language	<p>Always use language which shows respect for the children, their culture and their ideas</p> <p>Use a calm, kind tone</p> <p>Say please and thank you</p>
❖ Follow policies and procedures	<p>This will protect you</p> <p>Maintain a safe environment</p> <p>Protect others working in the setting</p> <p>Ensure the setting is safe for children</p>
❖ Challenge unacceptable behaviour	<p>Promotes a safe environment</p> <p>Promotes trust between you and everyone else in the setting</p> <p>Children need boundaries to feel secure</p>

Roles and responsibilities

Everyone who works within childcare and education has an important role to play.

This means a range of different professionals will work together to provide the correct support to ensure each child develops and progresses.

The table below shows a range of different professionals who may be involved with a child and the family.

Role	Responsibilities
Child-care practitioner	<ul style="list-style-type: none"> ❖ Works with other child-care professionals ❖ Liaises with the child’s family ❖ Provides a safe, secure learning environment ❖ Coordinates Keyworker system
Keyworker	<ul style="list-style-type: none"> ❖ Builds solid relationship with the child ❖ Forms professional relationship with the child’s main carer ❖ Understands the child’s needs and limitations ❖ Assesses development ❖ Records progress ❖ Works with other professionals ❖ Shares relevant information with outside agencies
Social Services	<ul style="list-style-type: none"> ❖ Coordinates all other relevant outside agencies ❖ Collates all relevant information

	<ul style="list-style-type: none"> ❖ Ensures all relevant professionals have the information they need ❖ Main point of contact for other professionals
Childminder/Nanny	<ul style="list-style-type: none"> ❖ May care for children who attend the setting ❖ Ensures information is passed between different carers effectively ❖ Meets child's needs whilst in their care
SENCO	<ul style="list-style-type: none"> ❖ Works with other professionals to ensure a child with Special Educational Needs receives the support they need ❖ Collates and records information ❖ May be involved in meetings with outside agencies

Working together to provide the care and support a child needs takes a good deal of communication and coordination, everyone involved will have the child's best interests in sight meaning they receive the assistance they need. A child-centred approach with all parties working together means the child and their needs will be viewed holistically. Each different organisation will be able to share the information they have about the child meaning the needs of the child can be met effectively.

All settings should have policies in place with regards to appropriate behaviours and expectations. An Early Years Practitioner should read all policies and procedures, so they are aware of what is deemed as acceptable behaviour when dealing with children and young people.

During your workplace induction you will be told where all policies are stored, policies are often displayed on the settings website to enable parents and other professional bodies to access them. They can also be easily updated if

stored electronically. New staff should be asked to read all policies and they are usually required to confirm that they have been read and understood. It is really important that you understand the requirements of the policy you are being asked to implement for your own safety and the safety of those in the setting.

Depending on your role within the setting and the level of responsibility you have it will determine the role you play when dealing with concerns and issues.

As an EYP your role may simply be to report any concerns you have to your supervisor. You may be required to make notes which could be used as evidence later on, such as if you suspect a child is at risk of abuse. You will be required to provide practice which meets the GDPR, therefore it is important that you understand the Confidentiality Policy in place in your setting.

There are many situations which may arise where you must be able to follow the correct procedures; these include:

- ❖ Reporting
- ❖ Whistleblowing
- ❖ Protecting and Promoting the welfare of children
- ❖ Safeguarding
- ❖ Confidentiality
- ❖ Information sharing
- ❖ Use of technology

As we have discussed, in order to follow safe practice and implement the correct procedures used in your setting, you must familiarise yourself with all of the main policies used within your setting. It is important that you know where to find the procedures which need to be followed in order that you implement practice which protects the children and yourself.

Reflective Practice

Reflective practice is about analysing and evaluating a person's own performance in their job role. It is a valuable tool as it enables you to identify what you do well and uncover any improvements that should be made. By reflecting on your own practice, you can look at how you can further develop and improve your practice.

Continuing professional development (CPD) ensures a person's knowledge and skills are maintained and current. It is vital that the Early Years Educator reflects on their practice and carries out regular CPD activities in order to ensure they can improve on their performance.

CPD and reflective practice enables you to gain a greater understanding of your job role and improve your future performance. It enables you to identify what you could do differently if a situation arose again in the future.

Reflective Practice and CPD activities are both valuable tools for your own development and progression.

All EYP should complete regular CPD activities, you can complete a range of training including additional reading around specific subjects, short online courses and planned training within the setting. All CPD should be recorded and also evaluated. You need to understand if the training was beneficial, will it help you to improve your practice? Can you share what you have learnt with colleagues to support them with their practice? Did the training fall short of expectations?

Reflecting on practice

In order to improve and develop you need to look at your own practice. A good way to do this is to write a reflective account about an activity or situation that you have been involved in. You need to make sure you write in detail to enable you to look at all aspects of your practice.

Below you will find information which will support you to write a detailed reflective account.

You should start your written account with information explaining how you planned the activity you are going to write about. This may include writing about any resources you collected, any adaptations you needed to make for individual children and the environment in which you completed the activity.

Next you should write about the activity you implemented. Include in your account information about your role discussing how you supported the children. Remember to explain if the children met their learning outcomes.

To reflect on your practice, you need to include information explaining what didn't go so well. Think about why things didn't go according to plan; could you have prevented things from not working out as planned?

The most important thing about a reflective account is reflecting on your practice. You need to explain how you could adapt your practice to further improve. Think about anything you would change next time if you completed the activity again.

To fully reflect on your practice, you also need to think about areas of good practice that you carried out. Within the activity there will be certain things that you did particularly well; these are things which you can share with others to enable other practitioners to develop their practice. This is called sharing best practice.

Finally, it is important to ask for feedback from your supervisor on your practice. Feedback should include areas of good practice observed and also development points which will support you to move forward and improve. Feedback should always be fair and constructive; it should be delivered in a positive manner which allows the EYE to reflect and look at how they can stretch themselves further.

You should now have a better understanding of your own work role and how you can complete this effectively. You should understand the importance of reflecting on your own practice and be able to evaluate professional development activities.

Further Reading:

[Role of the Key worker](#)

<https://www.pacey.org.uk/membership/pacey-membership-benefits/a-taste-of-membership/role-of-the-key-person/>