



ESOL Early Years Session Leader (Level 3 Practitioner)

The King's Arms Project was started over 30 years ago as a response to seeing people sleeping rough on the streets of Bedford. Founded on the Biblical mandate for social justice, we have grown into a charity which works with the local community and National Government. We provide professional advice, innovative solutions and person-centred care to those at risk of homelessness and social isolation. In 2025, King's Arms Project changed its name to HopeWorks.

Our Vision

Every person thriving in a place they call home, living a fulfilling life in community.

Our Mission

To tackle homelessness, displacement, and social isolation by:

- Providing opportunities for people to thrive and have a home.
- Connecting people into meaningful communities.
- Demonstrating the love of Jesus.
- Advocating for Justice.

Our Values

Hope – We believe there is hope for everyone, always.

Community – We all thrive when are connected in community.

God is Good – We depend on God and His goodness for everything we do.

Learning & Excellence – By seeking to learn, listen and grow we are better able to achieve excellence in all that we do.



SUMMARY OF POST

The Early Years Session Leader (Level 3 Practitioner) is an essential part of our ESOL provision. The ESOL team provide an essential service to support refugee families resettled to the UK in gaining English language proficiency to integrate into life in the UK through ESOL classes of EO-L1 (Pre-Entry to Pre-Intermediate Level) and on-site creche provision for children aged 6 months–school age in the resettled families whose parents are attending ESOL classes.

The Early Years Session Leader (Level 3 Practitioner) leads the day-to-day creche activities on site, supporting and providing session leadership to other team members within the site, working as part of this team to provide an enabling environment in which all individual children can play, learn and develop. The Early Years Session Leader ensures a high standard of physical, emotional, social and intellectual care for all children in their care, supporting the team to follow safeguarding policies and promote the welfare and safety of children in their care.

Early Years Session Leader (Level 3 Practitioner) is creative and reflective and able to implement new ideas to continually improve practice and support the management team.

Early Years Session Leader (Level 3 Practitioner) works alongside the Early Years Senior Practitioner and ESOL Team Manager in development of the service to ensure the best possible care and development for children in the setting.

Role reports to: Early Years Senior Practitioner

Key internal relations: ESOL Team Manager, Early Years Senior Practitioner, Crèche Session Leader, ESOL Tutors, R&MS Caseworkers, R&MS Senior Caseworkers, R&MS Casework Manager, Head of R&MS



Key external relations: Venue contacts, Clients, Parents of children, external agencies supporting children.

The Early Years Practitioner (Level 3) is a holder of a full and relevant level 3 qualification in Early Years as per [Early years qualifications list: UK only - GOV.UK](#).

Hours: 27 hours per week, Term-time only. Monday 9-14:30, Tuesday 9:30-14:30, Wednesday 9-14:30, 15:00-16:00 (online), Thursday 9:30-14:30, Friday 9:30-14:30 (Bedford).

Terms: Permanent

Salary: £14.65 per hour (includes Holiday Pay) paid in equal instalments over 12 months.

Location: Based in Shefford, Bedfordshire Monday to Thursday, and Bedford Town Centre on Friday

MAIN DUTIES & RESPONSIBILITIES

- Follow the settings safeguarding procedure to ensure all children are kept safe, well and secure and support all team members to do the same.
- Support the team members to have the specific knowledge and skills required to work effectively with children in the setting
- Lead the session for the day, ensuring all team members are confident in their responsibilities and providing support where necessary in adult led activities
- Complete register for the session, following up on any unexplained absences in accordance with the settings absence policy & procedure
- Liaise with tutors, Early Years Senior Practitioner, ESOL Team Manager and caseworkers regarding any emerging support needs or concerns surrounding individual children or families
- Lead on:
 - The planning and delivery of activities that meet the individual needs and interests of children in the setting



- Allocating team members to different activities throughout the creche day
- Keeping records of development and learning journeys of children
- Sharing updates with parents and caseworkers regarding child development and concerns (and Early Years Senior Practitioner)
- Early identification and intervention with possible special needs/ additional needs. Sharing guidance with team members as appropriate in consultation with the Early Years Senior Practitioner.
- Progress checks for 2-3 year olds as laid out in the Early Years Foundation Stage.
- Accurate and up-to-date record keeping, including:
 - Sleep charts
 - Accident forms
 - Incident forms
 - Observation logs
 - Half termly reports
- Any other forms/records required for the child's welfare learning and development
- Ensure that the following are completed in the setting (these may be delegated to other team members):
 - Completion of daily checks in line with nursery procedures
 - Reporting of Health & Safety concerns
 - Reporting of safeguarding concerns
 - That the room is set up appropriately, prior to the children arriving and to ensure the room is packed away and returned to the same condition as when you arrived.
- Work alongside the Early Years Senior Practitioner & other Early Years Practitioners to ensure the settings vision is fulfilled.
- Read, understand and adhere to all policies and procedures relevant to your role and support team members to do the same, ensuring all policies and procedures are followed.
- Ensure good standards of safety, hygiene and cleanliness are maintained at all times and be responsible for the health and safety standards appropriate for the needs of young children.



- Ensure confidentiality of all information received by team members.
- To work flexibly as part of the larger team, assisting and supporting colleagues wherever required, in order to ensure the smooth running of the organisation.
- To cooperate and work effectively with the management team, taking on additional responsibilities/duties and positively promoting developments in policies and procedures to team members.
- To work in partnership with all parents/carers, building and maintaining relationships that encourage trust, open communication, and involvement in Crèche life.

Childcare specific tasks

- Support and facilitate the preparation and completion of activities to suit each individual child's stage of development and interests.
- Be attentive to needs of the children for changing/washing, contacting parents to attend to their intimate care needs.
- Ensure someone known and agreed by the creche and parent collects each child.
- Provide emergency first aid treatment as necessary, ensuring a poorly child is treated appropriately and notifying parents immediately in order for the child to be collected.
- Ensure the provision of a high-quality environment to meet the needs of individual children regardless of any disabilities, family backgrounds or medical history.

Other duties

- To be vigilant and protect children from harm or abuse, reporting any concerns immediately to the Designated Safeguarding Lead
- To reflect on practice and routines, striving to meet the individual needs of each child throughout the day.
- To contribute to the effective recording and resolution of any complaints or investigations, ensuring confidentiality at all times.



- To be professional and a good role model to the children and other staff members, at all times.
- To act in accordance with the settings code of conduct, ensuring to uphold these standards at all times, both within work hours and outside.

1:1s, training and development

- Actively participate in 1:1 supervision meetings with your line manager.
- Actively participate in appraisals, target setting and nursery operational matters as requested by your line manager.
- Support all staff to engage in good team working
- Seek out training or support you may require to fulfil your role and responsibilities.
- Participate in training programmes

Administration & preparation

- Liase with the ESOL Administrator to ensure all resources for the upcoming week are printed and available on site
- Complete:
 - Registers
 - Observation logs (in conjunction with the rest of the setting team)
 - Half termly reports for parents & caseworkers
 - Weekly planning sheets (type and print for operational folders)
 - Adult lead activity sheets (for those activities you are leading)
- Follow up any absences with parents/tutors as per our absence policy

ADDITIONAL DUTIES & RESPONSIBILITIES

- Maintaining working practices that reflect the overall ethos and vision of HopeWorks, including following our policies, procedures and code of conduct.
- Promoting the well-being of clients in line with the vision and values of HopeWorks.



- Proactively assisting HopeWorks Leadership Team in developing and making viable suggestions for the improvement of the service and role.
- Informing senior management of service IT requirements.
- Sharing good practice with colleagues in support of the continuous improvement of the service.
- Taking responsibility for personal development.
- Attending and being involved in team meetings, training, and social activities, as well as all personal development meetings, including supervisions and mentor sessions.
- Respecting and supporting the whole HopeWorks team and volunteers.
- In addition to the duties set out in this job description the post holder may at times be required to undertake additional or other duties to meet the needs of HopeWorks.

PERSONAL QUALITIES

The Early Years Practitioner (Level 3) role is especially suited for someone who fits the following description:

Experience and knowledge of:	Essential:	Desirable:
Significant childcare experience	✓	
Knowledge of current legislation and guidance (EYFS)	✓	
Awareness of good practice of an effective early years curriculum	✓	
Key operational policies and procedures e.g., health & safety, child protection, behaviour management	✓	
Experience and passion for working with people from other cultures, being culturally sensitive.		✓
Working with children and family for whom English is an additional language		✓
Working with families resettled to the UK from Afghanistan and MENA regions.		✓
Working with people have been displaced and/or experienced traumatic situations.		✓
Qualifications:		



Full and relevant level 3 qualification in Early Years as per Early years qualifications list: UK only - GOV.UK.	✓	
Paediatric First Aid Certificate		✓
Training in Trauma-Informed Childcare practices		✓
Skills:		
Ability to work to a high standard with an attention to detail.	✓	
High degree of integrity and empathy when dealing with children	✓	
Self-motivated, able to work alone as well as in a team.	✓	
Able to observe, assess and track children's learning & development	✓	
Good time management skills, including the ability to prioritise and plan work to meet deadlines	✓	
Excellent IT, verbal and written communication skills with clients, colleagues and professional agencies	✓	
Be able to demonstrate initiative and creativity	✓	
General:		
A genuine desire to support refugees	✓	
Hold a clean driving licence with insurance for business use or access to public transportation/taxis	✓	
Maintain and observe conditions of health and safety	✓	
Willingness to develop within the job and undergo relevant training	✓	
Be committed to Equality and Diversity	✓	

PERSONAL DEVELOPMENT

We are committed to supporting continuous learning and professional growth. In this role, you will be expected to:

- **Participate in onboarding training and role-specific training** to ensure you have a strong foundation in HopeWorks culture and policies.

Hope Works



- **Engage in ongoing development opportunities**, including team training, team meetings, workshops, courses, and regular supervision.
- **Stay current with best practices**, applying new knowledge to improve our services.
- **Collaborate with your manager** to identify individual learning goals and create a personalised development plan.
- **Contribute to a learning culture** by sharing insights, attending team learning sessions, and supporting peer development.