



## **JOB DESCRIPTION**

**Job Title: Early Years Practitioner**

**Responsible to: Headteacher**

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### **Job Purpose**

- To ensure a high standard of physical, social, emotional and intellectual care for children in the EYFS.
- To demonstrate good inclusive practice with particular reference to children with special educational needs, more able children and children with English as an additional language.
- To be committed to and actively promote the school's equal opportunities policy.
- To uphold the school's principles and policies which underpin good practice and the raising of standards.
- To make a measurable contribution to the school's effectiveness in meeting the needs of all children
- To support and add positively to the values of the school
- To carry out any duties as may be reasonably directed by the Headteacher/line manager commensurate with the grade of the post.



### **Personal qualities and Attributes**

- To develop positive and effective working relationships with colleagues at every level
- To work within and support the ethos of the school
- To work collaboratively with colleagues at every level

### **Main Duties**

1. To teach to the Foundation Stage curriculum and within the policies agreed by the school, focusing on targets set in the School Development Plan (SDP);
2. Planning, assessment and reporting on pupils under direct care;
3. To be an effective team member.
4. To support the school's aims and values in providing a happy and stimulating environment in which children learn effectively and gain the highest possible achievements.
5. To assist in providing a balanced daily routine giving children opportunities across the Foundation Stage curriculum, encouraging the development of independence, confidence and self esteem and providing opportunities for children to work individually and in small and large groups.
6. To attend to the health, safety and welfare of children at all times.
7. To take responsibility for the learning and development of children, considering their individual needs.
8. To develop effective relationships with parents.
9. To prepare, set out and evaluate activities relating to the Foundation stage curriculum.
10. To keep ongoing records of children's achievements in the Foundation Stage Profile and the books of children's work showing progression., including administering the Nursery and Reception Baseline to new children on entry.
11. To assist in the completion of the annual report for each EY pupil.



12. To assist the teachers and other professionals in devising and carrying out individual teaching programmes for other children with Special Educational Needs.
13. To attend staff meetings, early years planning sessions, new parents evenings, parents consultation, working parties and inset training within contracted hours.
14. To help maintain equipment and resources and develop an outstanding learning environment alongside other team members.
15. To develop and extend the outside provision.
16. To support the development of children's skills of organization and collaboration and promote independence and positive attitudes towards learning.
17. To support and train NVQ/school work experience students, liaising with tutors and write reports as appropriate.
18. To contribute to the setting of high expectations of children's work and behaviour, and support the school's Behaviour Policy, using appropriate strategies to promote positive behaviour.
19. To take part in the community aspects of school life, e.g. fund raising activities and celebrations.
20. To participate in the smooth running of the school by
  - a. Being punctual
  - b. Minimising personal absence
  - c. Completing paperwork and working to deadlines
21. To cover for absent staff in accordance with regulations.



Requirement	Essential	Desirable
<b>Qualifications</b>	NNEB NVQ level 3	Good level of general Education to at least GCSE level in English and Maths or equivalent. First aid training
<b>Knowledge</b>	Basic knowledge of Early Years Foundation Stage curriculum requirements and their implementation in a Reception classroom.	Good knowledge and understanding of Early Years Foundation Stage curriculum. In-depth knowledge/expertise of one or more areas of learning, eg speech and language development, meeting pupils emotional needs etc.
<b>Skills</b>	Able to form excellent relationships with children Able to communicate well and establish firm and consistent boundaries. Good working overview of the school curriculum at primary level Able to keep clear records, Able to form good relationships with other staff ICT literate	.
<b>Experience</b>	Experience of support work in an EYFS setting	Significant experience and expertise in supporting and being a team member in a Reception EYFS setting
<b>Interpersonal Skills</b>	Able to work in a team Sensitive, polite and friendly Positive and constructive Seeks solutions to problems Good listener Resilient and assertive Reliable Good sense of humour Can use own initiative	
<b>Professional Development</b>	Values professional development	Evidence of recent professional development activities