

JOB DESCRIPTION: Early Years Practitioner (EYP)

Responsible to: Assistant Head Teacher, EYFS Lead & Head of School

Scale: Scale 4 Pt. 7 - 11

Hours: 33.75 hours per week : Term Time Only
08:30-16:00 with 45 min unpaid break

Job Purpose

To provide service delivery within the requirements of the Early Years Foundation Stage Framework, Every Child Matters and Ofsted Care Standards (Under 3s).

To work in partnership and complementary to the Nursery, Reception teacher or lead professional, in order to help meet the aims of the Nursery. The Nursery, Reception Teacher or Lead Professionals are responsible for planning the overall policy and curriculum, and the Early Years Practitioners are given some responsibility for planning part of the programme and are to play a full part in its implementation.

Major Tasks, Duties and Responsibilities

Support for Children

- Share responsibility for safety, health and welfare of children at all times
- Ensure all children have access to the full curriculum
- Relate well to children
- Guide the development of children's social behaviour and attitudes
- Frequently supervise children on activities without a teacher present including outdoor activities
- Observing and assessing children's development and progress
- Keeping accurate records of observation, assessment and development of children
- Acting as a key worker for a group of children

Support for the Teacher

- Organising materials and equipment for use within the nursery
- Sharing responsibility for care and maintenance of resources and equipment
- Assisting in preparation and clearing up of activities and encouraging children to help
- Sharing responsibility for display
- Contributing to curriculum development ensuring a stimulating environment
- Taking responsibility for specific activities already planned for
- Taking on other tasks such as Lunch Time supervision
- Attend weekly staff and planning meetings

Support for the Parents

- Encourage parents and carers to be involved in the setting and their children's learning
- Establish good relationships with parents and carers
- Build up a trusting relationship with parents/carers of key worker group
- Take part in home visits when appropriate and required
- Responsibility for actively developing home-setting liaison and parental involvement in the setting.
- **Supporting the Early Years Setting - School**
- Support the aims and policies of the setting
- Promote the ethos of the setting at all times
- General supervisory responsibility for students

Person Specification

Early Years Practitioner Scale 4

Qualifications - Essential Criteria

- Paediatric First Aid qualification or a willingness to train
- A qualification that meets the approved 'full and relevant' criteria for early years qualifications as per the DfE's criteria.
<https://www.gov.uk/government/publications/early-years-qualifications-achieved-in-england>
 - *BIIAB Level 3 Diploma in Children's Learning and Development (Early Years Educator)*
 - *NCFE CACHE Level 3 Diploma in Early Years Education and Care (Early Years Educator)*
 - *NCFE CACHE Level 3 Diploma for the Early Years Workforce (Early Years Educator)*
 - *NCFE CACHE Level 3 Diploma in Childcare and Education (Early Years Educator)*
 - *City and Guilds Level 3 Diploma For the Early Years Practitioner (Early Years Educator)*
 - *City and Guilds Level 3 Advanced Technical Diploma for the Early Years Practitioner (Early Years Educator) (540)*
 - *NCFE CACHE Technical Level 3 Diploma in Childcare and Education (Early Years Educator)*
 - *Pearson BTEC Level 3 National Certificate in Children's Play, Learning and Development (Early Years Educator)*
 - *TQUK Level 3 Diploma for the Children's Workforce (Early Years Educator) (RQF)*
 - *Or other approved Level 3 or above qualification as per guidance*

Experience

- | | |
|-------------------------------------------------------------|-----------|
| ● Some evidence of working with children 0-4 | Essential |
| ● Evidence of anti – discriminatory practice | Essential |
| ● Some evidence of working with children with special needs | Desirable |

Knowledge and Understanding

- | | |
|----------------------------------|-----------|
| ● Early Years Foundation Stage | Essential |
| ● Child Development | Essential |
| ● Learning through play | Essential |
| ● Child Protection guidelines | Essential |
| ● Maintaining a safe environment | Essential |

Skills and Aptitudes

- | | |
|-----------------------------------------------|-----------|
| ● Good standard of written work | Essential |
| ● Good interpersonal and communication skills | Essential |
| ● Ability to use computers | Essential |
| ● Ability to work part of a team | Essential |
| ● Flexibility and enthusiasm for the job | Essential |

Other job requirements

- | | |
|------------------------------------------------|-----------|
| ● Willingness to undertake in service training | Essential |
|------------------------------------------------|-----------|