



JOB DESCRIPTION

POST: EARLY YEARS PRACTITIONER LEVEL 2

Scale: 4 (Point 7 - 11)

Responsible to: Executive Head Teacher

Experience and Qualifications:

Early Years Practitioners preferably **with some nursery experience or at least one of the following:**

CACHE Level 3 Diploma in Child Care and Education
BTEC National Diploma in Early Years
NVQ Level 3 in Children's Care, Learning and Development
NNEB certificate

Job Purpose

- 1 To provide service delivery within the requirements of the Early Years Foundation Stage Framework, Development Matters and Ofsted Care Standards (Under 3s).
- 2 To work in partnership and complementary to the Nursery teacher or lead professional, in order to help meet the aims of the Nursery School. The Nursery, 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

1 Support for Children

- 1.1 Share responsibility for safety, health and welfare of children at all times
- 1.2 Ensure all children have access to the full curriculum
- 1.3 Relate well to children
- 1.4 Guide the development of children's social behaviour and attitudes
- 1.5 Frequently supervise children on activities without a teacher present including outdoor activities



- 1.6 Observing and assessing children's development and progress
- 1.7 Keeping accurate records of observation, assessment and development of children
- 1.8 Acting as a Key Person for a group of children
- 1.9 To support the hygiene routines of children by assisting children to change clothes or change nappies
- 1.10 To support children at the snack table and prepare snacks
- 1.11 To support with the care of any animals on site

2 Support for the Teacher

- 2.1 Organising materials and equipment for use within the nursery
- 2.2 Sharing responsibility for care and maintenance of resources and equipment
- 2.3 Assisting in preparation and clearing up of activities and tidying up the environment at the end of each session and encouraging children to help
- 2.4 Sharing responsibility for display
- 2.5 Contributing to curriculum development ensuring a stimulating environment
- 2.6 Taking responsibility for specific activities already planned for
- 2.7 Taking on other tasks such as Lunch Time supervision, assisting with walking bus for after school club and or breakfast club provision
- 2.8 Attend weekly staff and planning meetings

3 Support for the Parents

- 3.1 Encourage parents and carers to be involved in the setting and their children's learning
- 3.2 Establish good relationships with parents and carers
- 3.3 Build up a trusting relationship with parents/carers of key person group
- 3.4 Take part in home visits when appropriate and required
- 3.5 Communicate with parents using class Dojo, emails and other forms of communication stated in the AUP
- 3.6 Meet with parents to share children's progress and include their voice in assessment

Supporting the Early Years Setting – Nursery School

- 4.1 Support the aims and policies of the setting
- 4.2 Promote the ethos of the setting at all times



Other requirements:

- 1 To participate in training and performance management as required.
- 2 To have an up-to-date Enhanced CRB Disclosure.



Person Specification

Level 2 Early Years Practitioner

Qualifications

- NNEB/CACHE Level 3/NVQ Level 3 in Childcare and Education Essential

Experience

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

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