

## **Early Years Lead Practitioner (Resource Base):**

### **The purpose of the job to**

- Prepare teaching materials, set up the classroom and organise displays
- Plan and teach activities and work with small groups of children
- Talk to parents and carers about their children's progress
- Prepare timetables and provide guidance to support Teaching Assistants
- Follow safeguarding procedures
- Organise enrichment activities

### **Duties and responsibilities**

- Plan and teach well-structured EYFS activities, following the school's plans, curriculum, and schemes of work
- Produce teaching and learning materials and resources which are appropriate to age and ability
- Assess, monitor, record and report on learning needs, progress, and achievements of assigned children, making accurate and productive use of assessment
- Assess, monitor, record and report on learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment. Including contributing to Annual Reviews.
- Adapt teaching to respond to the strengths and needs of children
- Have a good knowledge of the SEN Code of Practice, including a deep understanding of special learning needs such as ASD, ADHD, Global Delay, Attachment, Physical and Speech & Language needs
- Motivate and support children
- Develop the physical, intellectual, emotional, and social skills of the children
- Prepare activities, ensuring that appropriate materials/equipment are available
- Direct the preparation and adaptation of teaching aids, games, and activities
- Develop strategies to support learning of all children

### **Supporting children's self-esteem, inclusion, and behavioural development**

- Encourage an acceptance and inclusion of children with special needs
- Develop methods of promoting / reinforcing the children's self-esteem and independence
- Provide individual supervision in and out of the classroom for children with challenging behaviour
- Establish a supportive relationship with children
- Meeting children's pastoral needs for praise, comfort, encouragement, reassurance, and care

### **Provide physical / personal care to children where required**

- Take responsibility for the welfare and hygiene of children, including changing and cleaning as necessary
- Undertake speech therapy exercises following instruction and advice from a qualified therapist

### **Whole-school organisation, strategy, and development**

- Make a positive contribution to the wider life and ethos of the school

- Work with others on curriculum and pupil development to secure coordinated outcomes
- Manage the setting up, storing, retrieving and general maintenance of classroom equipment and teaching aids, e.g., computers and computer software, resources, indoor and outdoor play equipment, photographic equipment etc
- Ensure the hygiene of the teaching environment in cases of sickness or soiling
- Ensure health and safety policies and practices including risk assessments are implemented as necessary
- Be fully aware of school policies, procedures, and practices
- Promote teamwork and ensure effective working relations
- Create a safe, welcoming environment

### **Health and safety**

- Promote the safety and wellbeing of all children
- Maintain a safe learning environment by managing behaviour effectively in accordance with the Trust's behaviour policy
- Maintain current and accurate safeguarding records e.g., through CPOMS

### **Professional development**

- Attend mandatory Trust induction training on Safeguarding and Health and Safety within the first few weeks of taking up the post (these sessions may be delivered outside standard school hours)
- Complete regular (at least annual) training on subjects including safeguarding
- Take a proactive role in the Trust's appraisal procedures
- Take part in further training and development to continually improve
- Keep abreast of initiatives and developments in education, especially those relevant to the duties and responsibilities of the post

### **Communication**

- Make and maintain strong relations with parents/carers and at times representatives of other agencies e.g., Health, Social Care
- Communicate effectively with children, parents, carers
- Make and maintain strong links with outside agencies

### **Personal and professional conduct**

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies, and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out professional duties and responsibilities

### **Management of staff and resources**

- Direct and supervise any assigned support staff, and where appropriate,
- Deploy resources effectively

The post holder will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

This job description is not a comprehensive list of all tasks that the post holder will carry out. The post holder may be required to do other duties appropriate to the level of the role.

