# Job Description for Early Years Practitioner

**Responsible to:** Headteacher and Inclusion Manager

**Based at:** Thorpe Hesley Primary School

**Paid on:** Band C of the School Support Staff Spine, £13.48 per hour

## OVERALL PURPOSE OF THE POST

To work under the direction and instruction of the Room Lead/Nursery Teacher and EYFS Lead to support the learning, development, and care of children within the nursery setting—either in the two-year-old provision or the three-year-old nursery—in a safe, nurturing, and stimulating environment.

## MAIN DUTIES

- Support the planning and delivery of a stimulating and developmentally appropriate curriculum for two, three and four-year-olds, in line with the Early Years Foundation Stage (EYFS) framework.
- Provide high-quality care and supervision, ensuring the safety, wellbeing, and emotional security of all children.
- Observe, assess, and record children's progress, contributing to individual learning plans and developmental reports.
- Foster positive relationships with children, parents and carers, promoting effective communication and partnership.
- Assist with the preparation and maintenance of a clean, safe and engaging learning environment.
- Support children with personal care routines, including toileting, feeding and dressing, while promoting independence.
- Encourage children's social, emotional, physical and language development through play-based learning.
- Work collaboratively with colleagues and follow guidance from your line manager and EYFS Lead.
- Contribute to the safeguarding and protection of children by following school policies and procedures.
- Participate in regular team meetings, training and professional development opportunities.
- Contribute to the overall ethos/aims of the school.
- To observe at all times confidentiality appropriate to the post and to work within Trust guidelines of Data Protection.
- Perform other duties as assigned by your line manager.

**All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the Trust procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the Trust as relevant to their role.**

**The post holder's duties must at all times be carried out in compliance with the Trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety Act.**

**All staff are expected to support the achievement of the Trust's vision and strategic objectives and to demonstrate its values through their behaviour.**

**Please note this job has a Probationary Period of 3 Months and a Notice Period of 1 Month.**

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# Person Specification for Early Years Practitioner

*There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.*

| ATTRIBUTES | ESSENTIAL | DESIRABLE |
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| **Relevant Experience** | • Experience working with children aged 0–5, particularly two, three and four-year-olds, in an early years or nursery setting.<br>• Familiarity with the Early Years Foundation Stage (EYFS) framework and its practical application.<br>• Experience supporting children's personal care needs, including toileting and feeding.<br>• Proven ability to observe, assess and record children's development.<br>• Experience working collaboratively within a team and following guidance from senior staff. | • Proven track record of meeting specific needs in children |
| **Education and Training** | • Safeguarding and Child Protection training<br>• Knowledge of child development and early learning theories.<br>• Basic ICT skills | • A level 2 or Level 3 qualification in Early Years Education or Childcare<br>• Paediatric First Aid certification<br>• Evidence of ongoing professional development or willingness to engage in further training.<br>• Awareness of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection |
| **Personal Skills and Qualities** | • Warm and nurturing approach, with a genuine passion for working with young children.<br>• Excellent communication skills, both verbal and written, to engage effectively with children, parents and colleagues.<br>• Patience and empathy, with the ability to respond sensitively to the individual needs of two-year-olds.<br>• Strong observational skills, with attention to detail in monitoring children's development and wellbeing.<br>• Team player, able to collaborate positively with colleagues and follow guidance from senior staff.<br>• Reliable and responsible, with a strong sense of professionalism and commitment to high standards of care. | • Ability to make simple decisions, in line with agreed procedures/policies e.g. prioritisation of work, appropriate release of sensitive information<br>• Ability to clearly interpret oral or written information and instructions<br>• Ability to communicate information in a clear and logical manner<br>• Proactive and positive approach to dealing with children<br>• Ability to plan your own day, work flexibly to get the job completed on time and ensure work is carried out to a high standard<br>• Listen to other points of view, seek feedback, share knowledge and good practice, suggest improvements |

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| | • Adaptable and flexible, able to respond to the changing needs of children and the setting.<br>• Creative and enthusiastic, with the ability to contribute to a stimulating and engaging learning environment.<br>• Resilient and calm under pressure, maintaining a positive attitude in a busy early years setting.<br>• Commitment to safeguarding, equality, and inclusion, with a clear understanding of professional boundaries and confidentiality. | |
| **Additional Factors** | • Take ownership of personal development<br>• Willing to pursue development opportunities. | |