

JOB DESCRIPTION

ROLE TITLE	Early Years Practitioner
CONTRACTED HOURS	37 hours per week / 40 weeks per year
LOCATION	Abbots Green Academy
GRADE / SCALE POINT – SALARY	Grade 3 SP4-7
REPORTING TO	Headteacher

INTRODUCTION

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

JOB PURPOSE

We are seeking to appoint a committed Early Years Practitioner to support learning.

KEY TASKS & RESPONSIBILITIES

To understand the principles and content of the Early Years Foundation Stage and know how to put them in to practice.

- To maintain confidentiality at all times.
- To be flexible, responsible and caring; undertaking other duties where needed such a preparation of snacks, changing children.
- To demonstrate positive values, attitudes and behaviour.
- To read, understand and follow all policies and procedures.
- To work in partnership with parents/carers to facilitate day-to-day caring and early learning needs.
- To have a commitment to working collaboratively and cooperatively as part of a team.
- To have excellent communication skills with both adults and children.
- To be organised, reliable, conscientious and honest.
- To be inspiring and enthusiastic.
- To help establish and sustain a safe, welcoming, purposeful, stimulating and encouraging environment where children feel confident and secure and are able to develop and learn.
- To select, prepare and use a range of resources suitable for children's abilities, taking account of diversity and promoting equality and inclusion.
- To promote positive behaviour, self-control and independence through the implementation of effective strategies.

SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

GENERAL

1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested by the line manager or a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post.