



### Alfred Sutton Primary School

<b>Post Title</b>	<b>Early Years Practitioner</b>
<b>Hours</b>	<b>As Per Contract</b>
<b>Responsible to</b>	<b>Head teacher, Deputy Headteacher EYFS &amp; KS1, Class Teacher, Special Needs Coordinator</b>
<b>Main Purpose of Post</b>	<b>To support the early years teams (both Nursery and Reception) in maintaining their high levels of provision and care by sharing responsibility for additional provisions across the phase and the nursery lunchtime group. Supporting the children and the team will include offering high quality early years provision, including physical, emotional, social and intellectual education and care for children in the setting.</b>
<b>Grade</b>	<b>RG4b scale points 11-17</b>

#### Post Description

1. Participating in the provision of a safe and stimulating environment including:
  - (a) Working as a member of a team in the development, planning and evaluation of a full and balanced range of activities which meet the emotional, physical, social and intellectual needs of the pupils.
  - (b) To assist in the planning and delivery of the Foundation Stage curriculum.
  - (c) To create a safe and stimulating environment for the children.
  - (d) Participating in the preparation of the learning environment before pupils arrive and during the school day.
  - (e) Participating at the end of the session in general clearing and tidying away.
  - (f) Contributing to decision-making and making recommendations about practice, routines and use of the learning environment.
  - (g) Participating in the general life of the school.
2. Participating in the provision of a full and balanced range of learning activities, ensuring the care and well-being of the pupils and maintaining positive links with parents and professionals working with the school, including:
  - (a) To lead provisions across the Early Years Foundation Stage (EYFS).
  - (b) To undertake visits to the children's homes as part of the child's preparation for school.
  - (c) Taking groups of pupils for various activities under the direction of the class teacher. Including preparation of resources needed to teach activities.
  - (d) To consistently demonstrate high expectations of all children and to demonstrate commitment to ensuring that they can achieve their full potential

- (e) Plan and provide safe, appropriate, child-led and adult initiated experiences, activities and play opportunities in conjunction with the class teachers which enable children to develop and learn.
- (f) Promote positive behaviour, self-control and independence through using effective behaviour management strategies and developing children's social, emotional and behavioural skills
- (g) Be responsible for supervising the nursery lunchtime group
- (h) Assisting in taking groups of pupils into the local environment as part of their learning experience.
- (i) Making observations and records of pupils and contributing to the Foundation Stage Profile, discussing any significant matters with the teacher.
- (j) To contribute to the assessment of children's progress through completing children's individual learning journeys, and discussing children's development with class teacher.
- (k) Being alert to Child Protection issues and adhering strictly to the school's policy and procedures for Child Protection.
- (l) Assisting with the identification of and meeting the needs of pupils with Special Educational Needs.
- (m) Administering First Aid and assisting when personal care or a change of clothing is required.
- (n) To liaise with parents and carers on an informal basis at the start and end of sessions.
- (o) Assisting pupils to acquire and develop self help skills, including toileting and personal hygiene.
- (p) Supporting the development of linguistic skills in pupils from a wide range of linguistic backgrounds.
- (q) Understanding the varying cultural backgrounds of the pupils and reflecting this diversity in the activities and materials in the class.
- (r) To participate in and contribute to team meetings. Keep informed of current curriculum by attending meetings and training, undertaking reading.
- (s) To take responsibility for the class during teacher absence e.g. sickness, courses.

### **Health and Safety: Level 1/2 responsibility**