



## Job Title – Early Years Practitioner

## Line Manager – Early Years Leader/Headteacher

## Pay scale – H3 - H4.5, 38 weeks per year

### Purpose of the Post

- To ensure that the provision for all children is of the highest possible standard and that all statutory requirements are met
- To be responsible for the care and learning of a group of key children
- To work with teachers to support teaching and learning, providing specialist support to the teacher in an aspect of the curriculum, age range or additional needs.
- To be responsible for protecting and safeguarding all children and reporting any incidents accordingly to designated person

### Key responsibilities

- To follow the Early Years policy and framework. To ensure up to date knowledge of all policies and procedures and that they are adhered to and implemented
- To collate and monitor the assessment information for the key group
- To interact appropriately with children and parents, taking into account their individual needs and being considerate of these
- Be responsible for working with groups of children leading and managing play, care and learning in all areas of the provision.
- To provide learning activities for individuals and groups of pupils under the professional direction and supervision of a EYFS lead practitioner or a qualified teacher
- Adapt learning programmes to suit the needs of allocated pupils
- Select and adapt appropriate resources/methods to facilitate agreed learning activities
- To maintain children's records (via the school's assessment and reporting systems), carry out regular assessments and be accountable for children's progress and attainment
- To support parents to understand and help their children's learning and development
- To ensure that the environment is safe, clean and secure
- To build positive relationships with all staff in the school and parents
- To work with external professionals in order to support the needs of children and their families
- To take part in the school's appraisal process.
- To contribute to the development of the school, showing commitment to our shared ethos and values
- Guide and support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- EYPs/Teaching Assistants in this role are expected to:
  - Provide specialist support to pupils with special educational needs, for example, learning, behavioural, communication, social, sensory or physical difficulties
  - Provide specialist support to pupils where English is not their first language

### Practitioners in this role may also undertake some or all of the following:

- Establish and maintain relationships with families, carers and other adults, e.g. speech therapists
- In emergency scenarios, provide cover supervision of classes



- Escort and supervise pupils on educational and out of school activities
- Prepare and present displays
- Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas
- All TA roles will conduct a 30 minutes lunch duty
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
- Support with planning, organising and implementing individual development plans for pupils (such as Individual educational plans), including attendance at, and contribution to, reviews
- Work with pupils not working to the normal timetable

## Knowledge, Experience and Training

- A professional qualification of the level and standard of N.N.E.B. Diploma or Cache / NVQ Level 3, or working towards one of these. GCSE English and Maths at Grade C or above preferred
- A passion for working with young children.
- Broad experience of working with children below age 5.
- Post holders will be expected to attend In-service training courses and to regularly re-appraise professional performance.
- An ability to implement the school's and H.C.C.'s Equal Opportunity Policy and perform all duties taking into account individuals customs, values and beliefs promoting anti-racist and anti-sexist practice.
- Attendance on school INSET will be required within the terms and conditions of employment.
- An ability to work as part of a team and develop collaborative and co-operative working practices. Be accountable and responsible to others but able to take initiative and work without close direction or supervision. Be able to develop a professional relationship with colleagues offering and receiving support, showing respect for and valuing the opinions of others. Be aware of own skills and be able to share, model and teach skills and motivate others. Be able to impart and share knowledge and understanding within the team.
- Demonstrate a clear knowledge and understanding of child development, behaviour, the revised Early Years Foundation Stage, child care legislation and practices. Show an awareness of children's physical, social, emotional and cognitive needs and how to meet them within the seven areas of learning.
- An ability to initiate ideas, innovate plans, and implement them.
- Use planning, organisational, creative and presentation skills.
- Demonstrate observational, monitoring, assessment and recording skills both verbal and written. Be able to write and present accurate and effective records and reports including clear handwriting.
- Be able to build up trusting relationships with children, parents and carers. Demonstrate availability, listening skills, sensitivity, empathy and confidentiality. Be able to share and exchange knowledge and information with parents and carers.
- Use knowledge of illnesses and accidents and treat appropriately. An ability to remain calm, caring and sensitive. Demonstrate a high standard of hygiene adhering to H.C.C.'s and the school's Health and Safety Policies.
- Paediatric First Aid training (updated every 3 years) and refresh basic first aid training annually.
- An ability to communicate with parents, colleagues & professionals
- Be able to evaluate and re-appraise own professional performance and be willing to learn, change and develop skills and practices through the school's supervision & appraisal systems.
- To attend all safeguarding training and meetings as required.



## Health and Safety

- To ensure that the highest standards of safety, security, hygiene and cleanliness are operated at all times
- To read and comply with all policies and procedures relating to child protection, health, safety, confidentiality and data protection and report all concerns to the Headteacher or other appropriate person.
- To be aware of and strictly adhere to the medical, medicine and dietary needs of all children attending the nursery
- To record details of all accidents and pass them to parents/carers

## Physical effort

- There is a requirement, subject to appropriate training, to lift and carry children.
- There is a need, from time to time, to wipe up blood and other bodily fluids.
- There is a need to regularly attend to the individual personal care needs of the children.
- Assembly and clearing away of equipment.

## Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's performance management procedures

## Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies (code of conduct) and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

## Equalities

Hertfordshire County Council is committed to openness and equality of opportunity in every activity, from the way we employ staff to the way we deliver services. It is a central responsibility of members, managers and employees of the County Council to ensure that every individual that we come into contact with is treated with dignity and respect.

Be aware of and support difference and ensure that children and adults have equality of access to opportunities to learn and develop.

**Please note:** The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.