



Job Description: Early Years Practitioner (Maternity cover)

Pay Scale: SC5

Line Manager: Early Years Team Leader

Belmont Primary School Aims and Values:

Belmont Primary School aims to provide a balanced, creative education in a stimulating, safe environment through which children maximise their talents and abilities, develop a pride in their achievement and feel happy, confident and secure. All pupils and staff adhere to our values; Be Safe, Be Respectful and Be a Learner. These help in educating the whole child and preparing him or her to take an active role as a local, national and global citizen.

Main purpose of the job:

- To be a full member of the Early Years team, sharing responsibility for the care and education of the pupils, under the leadership of the class teacher and team leader, in either the nursery or reception class.
- To play an active part in the delivery and provision of the Early Years Foundation Stage Curriculum to enable children to meet their short-term targets and make progress from their starting points.
- To work in partnership with other staff members to create and maintain an effective enabling learning environment.
- To promote the inclusion of all pupils.

Specific responsibilities:

Quality teaching to promote the achievement of all pupils

- To work co-operatively with other members of the year group team in the planning and delivery of all aspects of the Early Years Foundation Stage Curriculum suitable to the age and developmental stage of children within the class.
- To take responsibility for the supervision and learning of groups of pupils as directed by the teacher within the Early Years indoor and outdoor environments.
- To plan and deliver effective programmes for groups of children as agreed to develop their skills in prime or specific areas, taking into account the learning needs involved.
- To assist the class teacher(s) with observations and assessments of children and with record keeping, marking in line with the School guidelines.
- To take responsibility as a key worker for allocated children within the class, specifically for the ongoing assessment, recording and monitoring of their achievements, needs and progress.
- To liaise closely with the class teacher(s), and any external professional, as appropriate to support the implementation of any special programmes or SEND support plans designed for pupils and, if relevant, to contribute to the Annual Review of a pupil's Education, Health Care plan (EHCP).
- To assist with the development of pupils' basic ICT skills and support the use of ICT in learning activities.
- To support the class teacher in physical education lessons by taking an active role in modeling skills.
- To prepare the outdoor area each day to ensure it maximizes opportunities for learning and to ensure classroom resources are maintained, well stocked and hygienic.

Behaviour and safety

- To be aware of, and abide by, the school policy on safeguarding to promote the safety and well-being of all pupils
- To administer First Aid in accordance with school policy and to ensure First Aid training is up-to-date.

- To develop children's independence and self-help skills, assisting with lunchtime supervision and toileting needs in line with school policy
- To manage the conduct of the children, in accordance with the school's Behaviour Policy, providing support for their personal, social and emotional development by encouraging and modelling positive behaviour and demonstrating high expectations.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To accompany the pupils on school visits, trips and out of school activities as required.

Leadership and management

- To take a lead in developing and maintaining an agreed aspect of the learning environment through preparation of resources and equipment etc.

Professional development

- To attend relevant meetings and training opportunities as required and participate in appraisal and performance development programmes.

Belmont community

- To take an active role in the home-school partnership including home visits and ongoing liaison, establishing a good relationship with parents/carers and providing information and feedback where appropriate under the guidance of the teacher.
- To undertake any other duties of a similar nature, at a similar responsibility level, which may be allocated from time to time.