



## Grade 2 Early Years Practitioner Job Description

### Job Purpose:

- To work in partnership with other practitioners to support learning by working with individuals or small groups of children under the direction of Blackmoor Park Infant School and Kindergarten staff.
- To monitor pupil progress and provide feedback and establish supportive and constructive relationships with pupils parents and carers.

**Accountable to:** The Head teacher, members of senior leadership team (SLT) and the governing body

**Responsible for:** Implementing planned learning activities as agreed.

This job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed annually. You are required to perform any such tasks or duties that may be reasonably assigned to you by the Headteacher to ensure the smooth running of the school & Kindergarten.

### Requirements of the post:

- Reflect on daily practice and identify areas for continual improvement.
- To ensure that all children are treated as individuals and that we are supporting this through our approach to planning in line with the EYFS.
- To work in partnership to ensure standards are continuously being met in line with Ofsted requirements and the EYFS.
- To ensure that any identified development needs are raised with the Management Team.
- Ensure that settling-in and transitions are well managed for all children, ensuring they are communicated to parents, carers and colleagues.
- To ensure effective communication with staff and families through participation in staff meetings, parents' evenings and any further events held by the Kindergarten.
- Deal with any parent/carer issues or concerns in a timely manner, escalating any issues to your Line Manager as necessary.
- To support the planning and implementation of activities with individual or groups of children; promoting effective teaching and learning.
- To follow the guidance and requirements as set out in the EYFS.
- To use professional knowledge of the individual and diverse ways that children learn and develop to meet their differing needs.
- To establish positive and sensitive relationships with children.
- To act as a role model and set achievable expectations.
- To promote the inclusion of all children.
- To meet the physical needs of children by encouraging good standards of personal hygiene, whilst promoting independence.
- To provide support for the children's emotional and social needs by implementing the principles for promoting positive behaviour and role modelling high standards in all aspects of their role and personal conduct.
- Participate in the Key Person's system and be responsible for a group of children including monitoring, assessing, recording and reporting on their development and progress. Ensuring that key children's files are up to date.
- Have a child-centred approach to the running of the service.
- Observe and plan appropriately for the children.
- Practice positive behaviour management techniques.



# Grade 2 Early Years Practitioner Job Profile



<b>Role Title</b>	Early Years 2 – Early Years Practitioner
<b>Grade</b>	Grade 2
<b>Job Reference</b>	(Kindergarten 0-3s, 3+ and Reception)
<b>Main purpose of the role</b>	
To work with children, as part of a professional team providing high quality education and care in Blackmoor Park Infant School and Kindergarten.	
<b>Core responsibilities and tasks</b>	
<p><b>Key duties:</b></p> <ol style="list-style-type: none"> <li>1. Lead activities and work with individuals or small groups of children, under direction</li> <li>2. Support behaviour management and development</li> <li>3. Set up and clear away displays and activities, including ensuring that the materials and equipment are safe and clean</li> <li>4. Attend to children’s personal needs</li> <li>5. Liaise and establish positive relationships with parents / carers</li> <li>6. Contribute to the planning and delivery of learning activities across the Early Years provision (inc. outdoor provision)</li> <li>7. Contribute to observation and assessment procedures</li> <li>8. Update children’s records.</li> </ol> <p><b>Individuals in this role may also be required to:</b></p> <ol style="list-style-type: none"> <li>1. Have key person responsibilities for particular children</li> <li>2. Supervise children at meal times</li> <li>3. Work with external agencies</li> <li>4. Contribute to the development of individual development plans for identified children</li> <li>5. Support apprentices or other learners</li> <li>6. Undertake pre-start nursery/school visits.</li> </ol>	
<b>Knowledge, skills and experience</b>	
<ul style="list-style-type: none"> <li>• Completed a common core programme of induction for working with children.</li> <li>• Working at or towards national occupational standards (NOS) for skills for Children’s Care, Learning and Development or STL and qualifications based on these at National Qualification Level 3</li> </ul>	