



JOB DESCRIPTION

Early Years Practitioner
RG4 (SP 11 – 22 Gateway at 17)

Job Purpose:

To work under the direct instruction of teaching/senior staff, in the Nursery, to support the overall development and care of nursery and infant age pupils within the Early Years setting, to contribute to the smooth running of the setting and the maintenance of a safe and stimulating environment.

Main Duties and Responsibilities:

- ✓ To attend to the children's personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- ✓ To supervise and support pupils ensuring their safety and access to learning and provide care which encourages the development of the children attending the nursery.
- ✓ To establish good relationships with children, acting as a role model and being aware of and responding appropriately to individual needs
- ✓ To promote the inclusion and acceptance of all pupils.
- ✓ To encourage pupils to interact with others and engage in activities led by the Teacher.
- ✓ To encourage pupils to act independently as appropriate.
- ✓ To lead play activities and supervise pupils, whether indoors or outside, in accordance with the instructions of the Nursery Teacher.
- ✓ To provide positive and firm control by implementing the school discipline/behaviour policy.
- ✓ To observe children to contribute to assessment and planning.
- ✓ To administer basic first aid (where appropriate) and record all details in the first aid book.
- ✓ To clean up after sickness of children.
- ✓ To support pupils to understand instructions.
- ✓ To support pupils in respect of local and national learning strategies, as directed by the Teacher.
- ✓ To prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.
- ✓ To contribute towards assessment records and be accountable for the work undertaken with pupils.
- ✓ To participate in the preparation of the classroom before children arrive (both indoors and outdoors) to ensure a full and balanced range of activities are set up.
- ✓ To participate in professional discussion and meetings with colleagues.
- ✓ To be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- ✓ To support the teacher in managing pupil behaviour, reporting difficulties as appropriate.

- ✓ To provide clerical support e.g. photocopying, typing, filing, collecting money etc.
- ✓ To participate in end of session clearing up.
- ✓ 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 be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- ✓ To contribute to the overall ethos/work/aims of the school.
- ✓ To appreciate and support the role of other professionals.
- ✓ To attend relevant meetings as required.
- ✓ To participate in training and other learning activities and performance development as required.
- ✓ To accompany teaching staff and pupils on visits, trips and out of school activities as required.
- ✓ To follow procedures in case of emergencies and accidents.
- ✓ To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Local Safeguarding Children's Board and the school's safeguarding policy.

Gateway Criteria:

- ✓ To take responsibility for specific areas/activities or groups of children
- ✓ To begin to lead on delivering learning, care or support predetermined programmes.
- ✓ To handle effectively more difficult discussions with parents
- ✓ To demonstrate ability to make formal assessments of children's developmental needs
- ✓ To contribute to future plans for the Nursery's service and practice
- ✓ To demonstrate competence in practice against NVQ level 3 unit criteria



PERSON SPECIFICATION

Early Years Practitioner
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Qualifications/Education/Training:

- ✓ Good Numeracy/literacy skills demonstrated in similar work or basic skills qualification or equivalent.
- ✓ Attainment of a recognised first aid qualification.
- ✓ Possess Early Years Practitioner qualification NVQ level 3).

Experience:

- ✓ Experience of working with children/young people in an Early Years setting.

Knowledge, Skills and Abilities:

- ✓ To understand and follow the curriculum as set for the children in the setting.
- ✓ Able to use basic technology – computer, video, photocopier.
- ✓ Ability to relate well to children and adults.
- ✓ Able to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
- ✓ Good verbal and written communication skills.
- ✓ Ability to meet deadlines.
- ✓ Ability to carry out instructions.
- ✓ To ensure and maintain confidentiality at all times.
- ✓ To actively work to maintain a secure environment.
- ✓ Willingness to reflect on practice and to develop new skills and participate in development and training opportunities.
- ✓ A cheerful and positive outlook.
- ✓ Patience and ability to remain calm.
- ✓ Ability to behave in a consistent way in order to give clear messages to the children.
- ✓ To activity encourage positive behaviour in children
- ✓ Ability to establish positive working relationships with adults and children.