



Job Description

Job title: Early Years Practitioner Level 3 (Fixed Term linked to pupil numbers)

Salary Range: Points 5-8 (£21,575- £22,777) Pro rata

Contract: Fixed Term (Start date Monday 17th April until 28th July 2023)
37 Hours a week, **(Shift Pattern between 8am – 6pm)**
Term time only

Line of Responsibility: Responsible to Manager/Deputy Manager

Our People Values:

- **Love, Learn, Live** - Our aim is that our staff will **love learning for life**. Our family of schools **love, learn and live** together.
- **Our STARS values** - Empowering staff to make a difference to children's outcomes: Sharing; Trust; Achievement; Respect and Safety
- We expect our staff to: deliver high-quality performance for our children; have a positive and proactive approach; be passionate about learning and CPD; listen to and work collaboratively with others; and engage in school and Trust life.

Key Purpose:

- To contribute to a happy and safe Nursery room for children, staff and others
- To deliver challenging, engaging and enjoyable learning activities
- To form positive relationships with the children, enabling them to be comfortable in their surroundings and providing an environment where they can play and explore
- Working as part of a team to deliver a high standard of care and education
- Working collaboratively with other agencies and professionals
- Developing partnerships with parents/carers to increase involvement in their child's development

Accountabilities:

The appointee will work within the setting as a member of the nursery team.

The Deputy Manager/Manager will hold the post holder to account.

Key responsibilities and activities:

- To provide a safe, caring, stimulating educational environment, both indoors and outdoors, at all times.
- To deliver an appropriate play based Early Years Foundation Stage (EYFS) curriculum that enables children to make individual progress.
- To help ensure the Nursery meets Ofsted requirements at all times.
- To undertake designated officer roles as directed.
- To work with other professionals in the local area for the benefit of children and families.
- To understand and work to Nursery policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies
- To plan activities which ensure each child is working towards the early learning outcomes.
- To be a key person.
- To ensure records are properly maintained, e.g. daily attendance register, accident and incident book, risk assessments.
- To liaise closely with parents/carers, informing them about the nursery and its curriculum, exchanging information about children's progress and encouraging parents' involvement.
- To undertake any other reasonable duties as directed, in accordance with the preschool aims and objectives
- To reflect on practice and routines, tailoring them to meet the individual needs of each child/ren within the room
- To lead observations and the assessment of children's learning and development ensuring records are kept up-to-date, are of a high standard and are shared effectively – including Individual Education Plans for children with Special Educational Needs, care plans and professional reports
- To report appropriate data to senior leaders when required
- To develop genuine bonds with your key children and support and monitor colleagues to sensitively fulfil their key person responsibilities
- To contribute to the effective recording and resolution of any complaints or investigations, ensuring confidentiality at all times

Generic Responsibilities

- To undertake any further training as identified in the Trust review procedures.
- Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to cooperate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
- To understand, comply with and promote the Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
- The Trust has an Equality and Diversity Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.

- To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
- Be aware of, promote and implement the Trust's Quality and Information Security Management Systems.
- To report to line manager, or other appropriate person, in the event of awareness of bad practice.

The Trust reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

The duties described in this Job Description must be carried out in a manner that promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Trust's Equal Opportunities Policy and Code of Conduct.

This job description is intended to provide a broad outline of the accountabilities and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

Principal Contacts

Pupils, parents, visitors, teachers, other school support staff.

Early Years Practitioner (Level 3) Person specification

| Essential | Desirable |
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| <p>Skills, aptitude, knowledge and experience</p> <ul style="list-style-type: none"> • Ability to plan effective learning and care programmes either under appropriate supervision and guidance or in collaboration. • Ability to work independently using own initiative. • Ability to self-evaluate learning needs and actively seek learning opportunities • Ability to relate well to children and adults including other professionals/carers/parents • Ability to demonstrate and promote good practice in line with the ethos of the setting both indoors and outdoors. • Ability to manage multiple tasks, whilst ensuring children, colleagues, parents and carers are respected and listened to. • Fluent English speaker • Effectively communicate with adults and children • Good written, verbal and nonverbal communication • Proven experience of working with children in an early learning environment • Experience of working in Nursery in a school environment • Experience of working as part of a team • Ability to reflect on learning and care needs and use this knowledge to impact on children's outcomes e.g. in planning, procurement of resources, Individual Education Plans (IEPs), communication with parents | <ul style="list-style-type: none"> • Experience of working with other agencies and professionals • Knowledge and understanding of the type of external support that is available to support children's development and how to access these services. • Ability to interact with children and support their involvement in physical activities and outdoor play • Consistent approach with children and parents • Experience of having kept written records of children's achievements including observations • Ability to promote and market the service to the wider community |
| <p>Personal qualities</p> <ul style="list-style-type: none"> • Proactive and positive team player, able to work constructively as part of a team to understand Nursery roles and responsibilities and own position within these. • Enthusiasm for learning and working with children • Caring, friendly, approachable, open, inclusive, welcoming, and personable • Able to maintain confidentiality at all times | <ul style="list-style-type: none"> • Reflective approach and commitment to personal development • Able to provide consistently high levels of quality care and education opportunities to all children, in pressured and sometimes challenging environments |

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| <p>Qualifications</p> <ul style="list-style-type: none"> • Willingness to participate in other development and training opportunities • Relevant approved Level 3 or above • Paediatric First Aid qualification | <ul style="list-style-type: none"> • Completion of Safeguarding Awareness course • Training in the relevant strategies e.g. parenting and/or in particular learning areas, e.g. quality improvement, observation and record keeping, Communication, Language and Literacy, ICT, maths, etc. • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation • Requirement to participate in training/development as and when identified by line manager as essential for the performance of the post. • Understanding of principles of child development and learning processes and in particular barriers to learning • Health & Safety certificate • First Aid certificate |
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