

Cross Gates Primary School / Leeds City Council Job Description

Service
Schools

Post Title
Early Years Practitioner

GRADE
B1

JE Ref 00162
Score 408

Post(s) to which directly responsible

Room lead
Early Years Lead

Post(s) for which directly responsible

None

Purpose of job

- To support the Room Leader in the smooth running of the nursery classroom.
- To deliver high standards of care, child development and learning for the nursery children in a welcoming, caring and safe environment.
- To comply with all regulatory requirements, including the EYFS.

Responsibilities:

Child Development and Learning:

- Maintain a stimulating, engaging and interactive learning environment for all children.
- To lead activities for a group of children.
- To assist with the planning and delivery of the daily programme of purposeful play activities to suit the children's needs and stages of development, supporting and promoting each child's learning.
- To guide and monitor children's progress, provide feedback to the Room Leader on pupil progress; assessing and observing where required to help inform children's developmental next steps.
- To support pupils with SEND through implementation of individual support plans and interventions.
- Be proactive in embedding classroom routines so children are continually supported.
- Be a key person to a number of children, providing a secure attachment figure to help children settle, meeting their care needs such as feeding, sleeping and nappy changes, planning for your key children's needs and interests and monitoring and supporting their development.
- To complete the children's learning journals and assessment of progress in Nursery.
- Liaise regularly with parents about their child's needs, interests, and progress.
- Ensure records of the children's day are completed and the details communicated to parents.
- Ensure effective working practice is followed including safeguarding and adhere to all School policies and procedures.

Safeguarding:

- To adhere to all safeguarding and child protection policies and procedures.
- To follow the school's internal safeguarding systems.
- To attend regular internal and statutory training and CPD as provided by the school.

Health & Safety:

- Support children's weaning and eating needs, encouraging children to eat and drink when required. Record and communicate children's daily eating and toileting habits.
- Ensuring effective supervision at mealtimes and that all dietary requirements are adhered to for children within your room.
- Undertake daily risk assessments e.g. locking gates, spillage of water, monitoring the condition of toys and equipment and reporting any health and safety concerns to the Room Leader.
- Always maintain a clean and safe environment both inside and outside.

- Working within the School's Health and Safety Policy to ensure a safe environment for the children, their parents and carers, the nursery team, and any visitors to the Nursery.
- To support children during any building evacuation or invacuation.
- To ensure promotion of Equal Opportunities and Health and Safety.

Pastoral and Wellbeing:

- To be sensitive to the needs of all children.
- Promote positive values, attitudes, and good behaviour of children.
- Promote positive professional relationships with the Nursery team.

General:

- Work as part of the whole nursery team and take on additional responsibilities as required.
- Be available to work in any areas of the Nursery, undertaking the care and supervision of the children and ensuring its smooth running.
- To carry out playtime and lunchtime duties as required.
- Reappraising professional performance, keep up to date with EYFS requirements & best practice.
- Engaging actively in the performance review process and participate in CPD opportunities.
- Attend meetings and training, as required.
- Ensure confidentiality is maintained in the nursery.
- To undertake other duties commensurate to the post or grade as required by the headteacher.

Relationships

- The post holder reports to the Room Leader.
- The post holder is also accountable to the Assistant Head of Early Years.
- Develop and maintain positive relationships with children, colleagues and parents or carers.

Physical Conditions

The post is currently based at Cross Gates Primary school.

Special Requirements

There may be a need to occasionally work outside of school hours and off school premises, as required by the school. There will be regular lifting and handling of children and equipment required.

This post is subject to an enhanced Disclose and Barring Service check.

The school operates a non-smoking policy.

Economic conditions

Grade:	B1
Annual Leave:	Term time only working
Hours:	32.5 hours per week
Conditions of Service:	NJC Conditions apply

Prospects

Promotion

Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

Training

The school encourages training both “in-house” and external to meet the needs of the individual and of the Service.

QUALIFICATIONS

Relevant professional qualification: CACHE Diploma in Childcare and Education, NNEB or BTEC Nursery Nurse NVQ Level 2 or above, B Ed (Early Years), or other appropriate qualification.

Job Description Prepared / Reviewed by:

Date:

Job Description Approved by:

Date:

EMPLOYEE SPECIFICATION:

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

Qualifications and Training	Ess	Des	MOA
Level 2 childcare	*		A/C
Level 3 childcare qualification		*	A/C
Paediatric First Aid		*	A/C
Basic Food Hygiene		*	A/C
Evidence of CPD		*	A/C

Experience	Ess	Des	MOA
Experience of Early Years Education	*		A/I
Experience of providing care and education to children with a wide range of needs and abilities	*		A/I
Minimum of 2 years' experience within a childcare setting		*	A/I

Knowledge and understanding	Ess	Des	MOA
Strong understanding of early childhood development and learning	*		A/I
Good knowledge of the EYFS curriculum	*		A/I
Knowledge and commitment to child protection, health and safety, equal opportunities and SEN/inclusion	*		A/I
Knowledge of health and safety practices and procedures	*		A/I

Skills	Ess	Des	MOA
Able to provide consistently high levels of quality care and education opportunities to all children	*		A/I
Able to communicate with a wide range of people individually, in groups and at all appropriate levels	*		A/I
Able to motivate children and sustain their interest in play activities	*		A/I
Able to contribute to the team	*		A/I
Able to support the production of effective plans which supports Children's learning.	*		A/I
Able to prepare written reports to support children's development and well being	*		A/I
Able to offer positive support to children's development and well being	*		A/I
Able to work in a responsive partnership with parents and carers	*		A/I
Able to support children and families in a culturally sensitive, positive and non-judgemental way	*		A/I
Able to develop children with special educational needs in an inclusive setting	*		A/I
Able to complete risk assessments for activities conducted indoors and out-doors	*		A/I
Able to take and accept instructions	*		A/I

Behavioural and other related characteristics	Ess	Des	MOA
Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council.	*		I
Willing to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies	*		I
To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives	*		I
Able to maintain confidentiality	*		I
Commitment to own personal development and learning.	*		I

METHOD OF ASSESSMENT(MOA)

A = Application Form
T = Test
I = Interview
C = Certificate