

Early Years Practitioner - Job Description

Line of Responsibility: Responsible to the Pre-School Lead and Head Teacher

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:

- Planning and delivering challenging, engaging and enjoyable activities.
- Forming 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.
- To ensure that the pre-school is a safe environment for children, staff and others.
- Good understanding of safeguarding issues.
- Developing partnerships with parents/carers to increase involvement in their child's development.
- To be responsible for any tasks delegated by the school leadership team.

Main 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 Pre-school 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 Pre-school 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 work in partnership with senior leaders to update and review the self-evaluation and improvement plan.
- To undertake any other reasonable duties as directed, in accordance with the preschool aims and objectives

Generic Responsibilities

- To undertake any further training as required.
- To be aware of and observe all policies, procedures, working practices and regulations. In particular:
 - 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
 - It is the responsibility of all staff to comply with the Trust's Equal Opportunities Policy. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct. The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users
 - To maintain the confidentiality about pupils, 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
 - To report to line manager, or other appropriate person, in the event of awareness of bad practice
 - Employees must adhere to the Code of Conduct and comply with all reasonable management requests. 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.

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 which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School's Equal Opportunities Policy and Code of Conduct.

Person Specification

Essential	Desirable
Skills, aptitude, knowledge and experience <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 school 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 	<ul style="list-style-type: none"> • Proven experience of working with children in an early learning environment, either on placement or in paid employment • Experience of working in Pre-school 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 • 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
Personal qualities <ul style="list-style-type: none"> • Proactive and positive team player, able to work constructively as part of a team to understand Pre-school 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

<p>Qualifications</p> <ul style="list-style-type: none"> • Willingness to participate in other development and training opportunities • Relevant Level 2 qualification and willingness to complete Level 3 qualification if required (as defined by the Department for Education on the Early Years Qualifications List published on GOV.UK, which also includes information on equivalent overseas qualifications). 	<ul style="list-style-type: none"> • Relevant Level 3 qualification e.g. Level 3 Certificate for the Children & Young People's Workforce, NVQ Level 3 in Children's Care (as defined by the Department for Education on the Early Years Qualifications List published on GOV.UK, which also includes information on equivalent overseas qualifications). • Completion of Safeguarding Awareness course (Group 2) • 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 performance of the post. • Understanding of principles of child development and learning processes and in particular barriers to learning • Health & Safety certificate • Paediatric First Aid qualification

Signed: Date: