



The Northumberland Church of England Academy Trust

Job Description

Title:	Early Years Practitioner
Responsible to:	Director of Early Years
Salary:	Band 3
Responsible For:	To assist the EY Lead Practitioner with duties that ensure the effective provision for all children within the setting.

Purpose of the job:

To support the Director of Early Years/ EY Lead Practitioner in implementing the welfare, learning and development requirements in the setting.

Main duties:

- To work alongside the Early Years Lead Practitioner and Early Years staff team to ensure that the setting's philosophy is fulfilled.
- Follow policies and procedures to ensure the welfare requirements of the EYFS Statutory Framework are met.
- Support with and contribute to appropriate learning experiences that meet the needs of the age and stage of development of the children and that meet the learning and development requirements of the EYFS Statutory Framework.
- Follow all planning, assessment and recording and reporting systems in line with the learning and development requirements of the EYFS Statutory Framework including
- Contribute to the completion of the two year old statutory progress check.
- Undertake the role and responsibilities of a key person.
- Maintain a stimulating, appropriately resourced learning environment both indoors and out that is safe and welcoming for all children.
- Provide effective liaison with parents on a day to day basis regarding the welfare, learning and development of the children, supporting them in their involvement in their child's learning.
- Take responsibility for maintaining high standards of cleanliness and tidiness within the nursery, ensuring that resources are well maintained.
- Participate in performance management and access necessary training or professional development.

- Treat all staff, children, parents and other professionals with courtesy and kindness at all times.
- To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job.
- To be aware of the high profile of the setting and to uphold its standards at all times, both in work hours and outside.



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Person Specification

Post Title: Early Years Practitioner (Level 3)			Assessment Method
	Essential	Desirable	
Experience	Working with 2-4 year olds	Working with babies	
Skills & Competencies	- Sound understanding of child development and children's needs - Ability to communicate effectively with young children and their parents/carers - Ability to contribute to the planning and delivery of a range of play activities to support learning - Ability to record information accurately and appropriately - Physically capable of carrying out the requirements of the post - Ability to work as part of a team - Have a caring and nurturing approach		
Knowledge & Qualifications	- Early Years qualification: e.g. NNEB, BTEC Diploma in Nursery Nursing - NVQ Level 3 in Childcare and Education/Level 3 EY Educator - Sound knowledge of the Early Years Foundation Stage - Knowledge of relevant legislation, policies, procedures and standards - Up to date Paediatric First Aid Certificate – training will be given	Be entitled to drive a vehicle with between 9 and 16 seats (Category A old style, D1 new style licence)	
Physical,	Commitment to keep children and young people safe by providing		

Mental and Emotional Demands	a safe environment to learn in • Commitment to identify children and young people who are suffering or likely to suffer significant harm and take appropriate action with the aim of making sure they are kept safe • Commitment to implement and promote Trust policies in all matters • Commitment to the ethos and values of the Trust		
Other	• Willingness to participate in training and development • Flexible approach regarding hours of work • Demonstrates consistent reliability and punctuality, with a proven ability to maintain excellent attendance and adhere to schedules and deadlines		