



CITY of SHEFFIELD

JOB DESCRIPTION

| | |
|------------------------------------|--|
| SHEFFIELD SOUTH EAST TRUST | This Trust / school / service is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment |
| SERVICE | Early Years Education & Childcare Service |
| POST TITLE | Early Years Practitioner |
| SALARY RANGE | Grade 4 SCP 7-12 |
| RESPONSIBLE TO | Headteacher/Early Years Phase Leader |
| RESPONSIBLE FOR | Nil Staff |
| HOLIDAY AND SICKNESS RELIEF | For Nil Staff |
| PURPOSE OF JOB | <ul style="list-style-type: none"> • To support existing provision to develop Foundation Stage services. • To work alongside local workers to enhance quality in early years provision. • To support a variety of childcare services within the community, ranging from nursery and crèche provision, through to out-of-school services and outreach activities. ▪ Increase parental involvement in the school in a broad range of activities. |

JOB DESCRIPTION FOR POST OF:- Early Years Practitioner

SPECIFIC DUTIES AND RESPONSIBILITIES

The postholder must at all times carry out his/her responsibilities within the spirit of the Trust's Policies and Procedures, in particular the Council Policies on Equal Opportunities and Health and Safety and also, within the framework of the Education Act 1996.

1. To work within the policies and procedures laid down by the school.
2. To support the development of good quality childcare places.
3. To be a member of a team delivering high quality child care provision supporting local groups and training.
4. To be responsive to the learning needs and care of children aged 0 to 8 years.
5. To work alongside others to deliver high quality play and learning experiences, in particular the Children's Care Manager /Foundation Stage Co-ordinator and/or the early years professional.
6. To contribute to data collection, planning, monitoring and evaluation.
7. To encourage parents/carers to participate in training and signpost to other agencies.
8. Administer First Aid as appropriate.
9. Contribute to good communications with all members of the team and with the wider community including parents, schools, childcare and play related organisations.
10. Monitor and maintain a healthy safe and secure environment.
11. To assist in providing support and a good learning experience to students within the Centre.
12. To participate as a full member of the team, by attending meetings to aid planning and the development of Children's Centre activities.
13. To participate as a full member of the team, by attending events and activities as appropriate.
14. To attend and participate in team meetings, supervision and appraisal.

15. To maintain an appropriate level of personal development, in particular by keeping up to date with innovative practice, new legislation, and theory.
16. To undertake any other duties and responsibilities, which do not change the character and purpose of the post as, may be determined after negotiations between management, the postholder and the appropriate trade union.

| |
|--------------------------|
| ISSUE DATE: January 2007 |
|--------------------------|