



Priory School (Foundation)

## Job Description: Early Years Practitioner (Level 3)

**Responsible to:** Nursery Lead

**Level and Point:** Level 5, SCP 13

### **Main Purpose of the job:**

To offer children a safe, secure, caring and supportive environment, providing opportunities to foster their growth and development within the pre-school and participate in the day to day running of the setting.

### **Responsibilities:**

- To work within our Early Years Team, contributing to the planning and implementation of activities with whole/individual of groups of children; promoting effective teaching and learning in the Early Years Foundation Stage, using observation and reflective practice. Ensuring it is meeting all learning interests and needs of children, extending them when necessary
- To work with individual pupils on a 1-1 basis or small groups of children on the Early Years foundation Stage or appropriate activities.
- To assist with the supervision of children within classroom and cloakroom settings, at play times, on outings and educational visits
- To assist children with toileting (if required) and management of personal hygiene skills
- To constructively help children to participate in activities by adapting and/or interpreting lessons and instructions accordingly. To re-focus children and ensure that they are 'kept on task'.
- To guide and assist the development of children's social behaviour, attitudes and skills, independence skills, language, literacy, mathematical, scientific, humanities, technological, manipulative and physical skills.
- To assist in the implementation, delivery and monitoring of activities outlined in an individual provision map or Education and Health Care Plan as prepared by the SENDCo's Assessment of Children
- To monitor children's progress, or otherwise, identifying particular needs, difficulties, problems and to discuss these with relevant members of staff.
- To contribute to formal recording procedures and assist with assessment activities.
- To work as a positive role model and work collaboratively as a member of the staff team and support colleagues
- To use professional knowledge of the individual and diverse ways that children learn and develop, to meet their differing needs. To establish positive and sensitive relationships with children. To act as a role model and set achievable expectations.
- To be responsible for organising the environment inside and outside to ensure that resources and equipment are available and appropriate to meet the needs of the individual children in the group. These activities will take into account children's abilities interests, language and cultural backgrounds.
- To meet the physical needs of children, encouraging good standards of personal hygiene, whilst promoting independence, to include nappy changing and changing clothes.
- To provide support for the children's emotional and social needs by implementing the principles of the Pre-school/School Behaviour Policy and role modelling high standards in all aspects of their role and personal conduct.
- To support the Pre-school's commitment on safeguarding children in all aspects of the Pre-school service.
- To provide objective and accurate feedback and reports for parents and other professionals on children's achievements, progress and related matters.
- To develop positive and sensitive relationships with parents and carers to support their role in children's learning. To provide constructive feedback on children's progress/achievement, on a day-to-day basis or through parent meetings.
- To assist in the setting up and clearing away of all activities and equipment

**Additional Duties:**

- Undertake such other duties as reasonably correspond to the general character of the post and commensurate with being a member of the Priory School leadership team.
- Contribute to and exemplify the values of the Priory School. The post-holder will be expected to comply with any reasonable request from the Head Teacher and Governing Board to undertake work of a similar level that is not specified in this job description. Whilst every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Understand and comply with the Support Staff Standards at all times.
- Actively promote the inclusion of all children into whole school activities.
- Actively seek opportunities for professional development, particularly with respect to children's learning.
- Be aware of and promote equality, diversity and inclusion within the school and wider community
- Have due regard for health and safety of self, staff, children and visitors and have responsibility for bringing all matters of concern to the attention of the Business Manager.
- Develop effective, professional working relationships with colleagues
- Support, promote and comply with decisions and policies agreed by the SLT and the governing body.

**Safeguarding and Behaviour**

Priory School takes the safeguarding of all children very seriously. We follow all safeguarding and safer recruitment legislation. All staff are expected to read, understand and follow school safeguarding policies at all times. Staff will also be expected to read, understand and follow the Keeping Children Safe in Education legislation. Staff are expected to attend regular training sessions to ensure that safeguarding remains a priority and so they are aware of any updates that have been published to the legislation.

All staff are expected to be aware of and comply with the school's Behaviour Policy. All staff are expected to maintain a positive attitude, lead by example and encourage high standards of pupil behaviour.

**Compliance**

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Priory School or to the health and personal affairs of pupils, parents and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulations (GDPR) 2018. This includes your responsibilities as a member of staff to process personal and sensitive data in an appropriate manner.

The post holder must be aware that any information held by the School in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the School's policies and procedures.

No smoking or intoxicants are permitted in any part of the premises or grounds managed, leased or owned by Priory School. No smoking or intoxicants are permitted in school vehicles or in any vehicle parked on school premises. Smoking of any product and the consumption of alcohol on the school site are strictly forbidden.