

## JOB DESCRIPTION

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School: Redlands Primary School	Department/Division: Education & Community Services
Post Reference No:	Location:
Job Title: EARLY YEARS PRACTITIONER - LEVEL 3	Grade/Salary Range: <b>RG3m</b> Gauge Code: <b>scp 5-11</b>

### JOB PURPOSE

- To provide high quality and safe provision which promotes the physical, emotional, social and intellectual development of the children who attend Foundation Stage 1 and Foundation Stage 2.
- To work with the teaching staff in developing and implementing the Early Years Framework for Foundation Stage children and children with special needs in the Foundation Stage class.
- Be responsible to the teacher in charge of the Foundation Stage, Headteacher and Governing Body of the school.

### DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Working under the direction of the Foundation Stage Leader or Headteacher. This post will be performance managed by the FS Leader or Headteacher.

### MAIN DUTIES AND RESPONSIBILITIES

- to assist the FS leader and teacher in the provision and development of high quality, fully integrated education and care for children in our EYFS Unit (Foundation Stage 1 and Foundation Stage 2).
- to work in partnership with the EYFS teacher and team in the fostering of the physical, social, emotional and intellectual development of the children.
- to make significant contributions to the provision of a comfortable, safe, stimulating and aesthetically pleasing environment which reflects families ethnic, social, cultural and linguistic background and which caters for the interests of both genders.
- to create a safe and stimulating environment for the children.
- to participate in the preparation of the learning environment before pupils arrive and during the school day.
- create stimulating displays, role play area and other environments to spark children's interest and imaginations to contribute to observing, assessing and recording arrangements for each child's progress, according to the school's procedures and expectations.
- to participate at the end of the session in general clearing and tidying away.
- to demonstrate the ability to interpret observations and convert to assessment of need.
- to contribute to planning and evaluating daily, weekly and termly.
- to work with individuals, groups and the class as required.
- to lead the class, as required, to provide continuity of care for children.
- to develop good professional partnerships with parents based on positive but honest dialogue and feedback on their child.

- to assist with smooth transitions from home to school, and within school.
- to draw on the experience and expertise of more experienced colleagues.
- to fulfil other duties as reasonably required by the team leader and the school.
- to promote positive behaviour, self-control and independence through using effective behaviour management strategies and developing children's social, emotional and behavioural skills
- being alert to Child Protection issues and adhering strictly to the school's policy and procedures for Child Protection.
- assisting with the identification of and meeting the needs of pupils with Special Educational Needs.
- administering First Aid and assisting when personal care or a change of clothing is required.
- assisting pupils to acquire and develop self-help skills, including toileting and personal hygiene.

### **Liaison Responsibilities**

- to maintain positive home / school links working co-operatively with parents and give guidance where necessary in aspects of children's development
- to spend time introducing the parents and children to the Foundation Stage environment
- to form good professional relationships with volunteer helpers and visitors in school
- to liaise with outside agencies maintaining confidentiality
- to create and maintain links with the local community
- handle effectively discussions with parents about social and emotional issues

### **SCOPE OF JOB (Budgetary/Resource control, Impact)**

None

### **SPECIAL/OTHER REQUIREMENTS OR RESPONSIBILITIES OF THIS POST**

What level of CRB check is required for this post? ENHANCED

Does the post require a Protection of Vulnerable Adults (POVA) check? NO

Does the post require a Protection of Children Act (POCA) check? YES

other security/safer recruitment clearances are required for this post (*excluding standard ty/work permit/education qualification checks*)? - Staff Childcare Disqualification Declaration

Is this post 'politically restricted'? NO

You have a duty to be aware of your financial responsibilities as outlined within the finance manual.

What Level H&S Responsibilities are applicable to this post? LEVEL 1

Signed:

Date:

# PERSON SPECIFICATION



School: Redlands Primary School	Education & Community Services
Job Title: EARLY YEARS PRACTITIONER	Post Reference No:

## Qualifications/Education/Training:

NNEB or NVQ3 EYP qualification  
First aid training as appropriate  
Safeguarding training

## Experience

At least two years experience of working with children in an educational setting.

## Knowledge, Skills and Abilities

Good verbal and written communication skills using accurate written and spoken English

The ability to follow specific instructions from the class teacher or senior management team

Effective use of ICT including Microsoft Office applications

Use of other equipment technology - camcorders, photocopiers, digital camera

Willingness to adhere to school polices/codes of practice and awareness of relevant legislation such as equal opportunities, SEN and H&S

Ability to maintain a professional demeanour in challenging situations

Good organisational skills

Awareness of the need for and ability to follow child safeguarding procedures as directed

Understand the importance of confidentiality

Demonstrate knowledge and understanding of the Early Learning Goals, Early Years Framework and the Foundation Stage Profile

You will have the ability to contribute to creating a safe, happy, challenging and rich learning environment involving:

- demonstrating good quality practice
- a commitment to learning
- the ability to plan effectively to meet the needs of all children
- the ability to create a learning environment which values and enables everyone equally
- the ability to have high expectations and to set challenging objectives in conjunction with the teacher

- a sound knowledge of observation and assessment techniques

You will also:

- set high expectations of pupils' behaviour and work within a clear framework for positive behaviour, in line with the school policy, promoting self-control and independence
- have the ability to communicate effectively and sensitively
- have the ability to work closely with all staff both in the classroom and within the whole school
- be flexible and willing to be involved in the community
- Attend training courses as required, including all in-service days

Personal attributes:

- Flexible and reliable
- Good organisational skills
- Be motivated, with the ability to motivate others
- Be ambitious for yourself, the team and the school
- To have a sense of humour
- Enthusiastic and energetic
- Team spirited