



## Job Description

<b>Job Title</b>	<b>Early Years Practitioner</b>
<b>Pay scale</b>	<b>Salary scale: Level 4 point 6</b> <b>For hours per week 52 weeks per year</b> <b>Fixed Term Contract/ Permanent Contract / Maternity Cover</b> <b>Closing date for application</b> <b>Interviews week commencing</b>
<b>Location</b>	<b>Temple Sutton Early Years</b>
<b>Responsible to</b>	<b>Early Years Manager</b>
<b>Purpose</b>	To work within the ethos of the nursery and provide a warm, welcoming and stimulating environment, where children and families feel valued. To ensure the wellbeing of all young children and support their access to learning (including those with additional needs) Support other staff in the general management of children and families. To meet the individual children's needs, through play and learning opportunities and general care.
<b>Job context</b>	Temple Sutton Early Years is a large provision for children 0-4 years and has 5 room bases including a huge secure garden .We have held an Outstanding status since 2010. Our latest inspection was July 2025.  We are looking for an enthusiastic, committed individual who will add to the Ethos of Learning in Harmony Trust
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>● To supervise key children and fulfil key person responsibilities within your respective room bases ensuring high quality care and provision is provided at all times.</li><li>● To nurture positive relationships with children, staff and parents ensuring their emotional well- being and promoting their confidence and self – esteem</li></ul>
<b>Key teaching and learning responsibilities</b>	<ul style="list-style-type: none"><li>● To supervise all children in an inclusive manner, ensuring their safety and access to learning activities provide a range of play and learning opportunities and general care that reflects the child's individual ability and supports them to thrive.</li><li>● To assist the Senior Early Years Practitioner in observation, assessment, monitoring, and record keeping of children's learning and development using a variety of methods, to inform planning and maintaining these to an outstanding standard.</li><li>● To provide excellent learning experiences that challenge and enable young children to grow in confidence and independence within a stimulating environment.</li><li>● To support all staff to monitor children's achievements and ensure early identification of any difficulties or needs is implemented in a timely and effective manner.</li><li>● To support with the supervision of trainee practitioners and other professionals.</li><li>● To support young children in learning and developing skills in every area of the EYFS</li></ul>



	<ul style="list-style-type: none"> <li>To ensure a warm and welcoming approach to parents/ carers, this encourages their participation and involvement in activities and provides a strong relationship to meet their needs.</li> <li>To be sensitive to parents individual needs and to help develop their understanding of how their child learns.</li> </ul>
<b>Key Compliance and Governance responsibilities including Safeguarding</b>	<ul style="list-style-type: none"> <li>To support Senior Early years Practitioners and Management in the process of ensuring a two way flow of information is enabled /embedded between staff, parents, children and other professionals, maintaining confidentiality and safeguarding procedures/policies at all times.</li> <li>To take responsibility to adhere to and have an embedded knowledge of the policies, procedures, EYFS and welfare requirements as a minimum benchmark for good practice standards. To report all concerns to the appropriate person and ensure any actions are completed.</li> </ul>
<b>General responsibilities</b>	<p>All employees are expected to:</p> <ul style="list-style-type: none"> <li>Show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others.</li> <li>Support, uphold and contribute to the development of the school's equal rights policies and practices in respect of both employment issues and the delivery of services to the community.</li> <li>To respond to the changes of TSEY flexibly, if the need arises. This would take into account the current demands of the role and needs of the provision</li> <li>To undertake training and professional development as appropriate. Constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder</li> </ul> <p>The Learning in Harmony Trust reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the Trust's business. This job description does not form part of the contract of employment.</p>

## Person Specification

Attributes	Essential	Desirable	Evidence
<b>Qualifications</b>	NVQ Level 3 in childcare and education	Degree or EYPS	Certificate
<b>Professional Experience and Knowledge</b>	<ul style="list-style-type: none"> <li>professional approach to parents and colleagues</li> <li>motivation and enthusiasm to work with children, families and staff.</li> <li>Understanding of quality in learning and teaching and how to achieve excellence</li> </ul>	<ul style="list-style-type: none"> <li>An updated knowledge of current educational practice</li> <li>Knowledge and understanding of the SEN codes of Practice and SEND reforms</li> <li>Commitment and dedication to the role and</li> </ul>	Interview Certificates Assessment



	<ul style="list-style-type: none"> <li>● Knowledge of best practice and procedures for safeguarding children and young people</li> <li>● ability to communicate effectively to a variety of audiences both orally and in writing</li> </ul> <p>Committed to CPD Communicates enthusiasm and energy Resilience, perseverance and optimism in the face of difficulties and challenges</p>	<p>wider professional responsibilities</p> <ul style="list-style-type: none"> <li>● Capacity to be flexible, adaptable and creative</li> <li>● Designated Safeguarding Lead training/ experience</li> </ul>	
<p><b>Personal aptitude, qualities and skills</b></p>	<ul style="list-style-type: none"> <li>● emotional resilience in the working environment</li> <li>● loyalty and confidentiality in and out of working hours to the nursery</li> <li>● Able to plan and organise effectively</li> <li>● Excellent organisational and time management skills</li> <li>● Excellent communication, written and IT skills</li> <li>● Passionate, reflective and committed practitioner</li> <li>● Flexible and adaptable</li> <li>● Work as part of a team</li> <li>● Able to think creatively to anticipate, solve problems and compromise when required</li> <li>● Able to deal sensitively with people and resolve conflicts</li> <li>● Patience and a good sense of humour.</li> </ul>	<ul style="list-style-type: none"> <li>● keenness to use initiative and be given responsibility</li> </ul>	<p>Assessment Interview</p>