



# Federation of Oxford Road Community School & Wilson Primary School

## Early Years Practitioner Job Description

Post title: Early Years Practitioner - Level 4  
School: Federation  
Pay range: RG4b sp 11-17 (JE Code: K381)  
Line manager: Foundation Stage Team Leader

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### Main purpose of the job

- To provide high quality and safe provision which promotes the physical, emotional, social and intellectual development of the children who attend the Federation.
  - To work as part of a team to ensure the efficient and effective running of the Foundation Stage.
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### Duties and responsibilities

#### Main Duties

- Work as part of a professional team and support the provision of Early Years education and care
- Pro-actively contribute to the reflection of the effectiveness of the setting, developing future plans including the setting's vision, pedagogy and practice.
- To promote the health, safety and welfare of the children in the Foundation Stage at all times and to be a key worker for a number of identified children.
- To have an understanding of and be able to follow all relevant OFSTED and school policies and procedures.
- To demonstrate inclusive practice at all times.
- To assist with the meeting of all children's hygiene requirements.
- To interact appropriately with the children at all times, in all environments.
- Plan, resource and develop the physical learning environment to meet children's emerging needs, reflecting on their interactions with tools, resources and spaces and ensures these are used independently and effectively by all groups of children.
- To model positive social interaction and play and to provide exciting learning experiences.
- Establish and sustain constructive relationships and communicate with other agencies and professionals
- To work with NVQ trainees, students, casual staff and others.
- To participate in team meetings and relevant whole school staff meetings.
- To use initiative to ensure the smooth running of the activities taking place.

#### Curriculum Responsibilities

- To have a detailed knowledge of child development and the Early Years Foundation Stage curriculum in order to support pupil's personal development and learning.
- Independently plan, resource and deliver activities, interventions and adult directed times of the day (groups, carpet times) to meet the identified needs of groups and individual learners and evaluating the effectiveness.
- Monitor and evaluate pupil responses to learning activities through observation, assessment and monitoring strategies against foundation stage assessment profiles.
- Conduct formal assessments as part of the EYFS statutory framework, making sound judgements of children's attainment against Development Matters through dialogue with the wider team.

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### Key Worker Responsibilities

- Ensure children's profiles/learning stories are up to date and organised.
- To observe, assess and respond to children's learning and needs.
- To work with the team to identify key learning objectives to match children's individual educational needs.
- To meet parents regularly to discuss their child's progress and share how they are developing through the EYFS
- To be aware of family needs; supporting and offering advice; seeking extra support if necessary.
- To be involved in the planning and carrying out of home visits and child/parent induction and visit.

### Health & Safety Responsibilities

- To comply with all relevant standards of safety, security and hygiene, ensuring that knowledge of the standards are up to date.
- Comply with, promote and assist with the development of policies and procedures relating to Child Protection, Health and Safety and security, confidentiality and data protection.

### Professional Development Responsibilities

- To attend training courses as required, including all in-service days.
- To take responsibility for ensuring own knowledge is up to date and relevant, i.e. keeping abreast of current educational practices and other relevant areas such as Health & Safety and Safeguarding Children.
- Keep up to date with changes to the Early Years Foundation Stage Statutory Framework, ensuring that all elements of Early Years practice are adhered to – i.e. teaching and learning across all areas of learning and development

### Team Development Responsibilities

- To contribute to planning for developing Foundation Stage practice.
- Sharing knowledge both existing and gained through daily practices, team meetings and trainings.

### Other Responsibilities

- To assist in day to day administration of the Foundation Stage including;
- To undertake any other duties instructed by the Foundation Stage team leader.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of Federation organisation and may change either as your contract changes or as the organisation of the Federation is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the appraisal process or as appropriate

Signature of Post holder \_\_\_\_\_ Date / /

Signature of Headteacher  \_\_\_\_\_ Date 08/ 07 /2022

## Federation of Oxford Road Community School & Wilson Primary School Early Years Practitioner Job Description

<b>Person Specification: Early Years Practitioner</b>	
Key Skills & Abilities	<p>Well organised</p> <p>Excellent interpersonal skills</p> <p>Ability to work as part of a team</p> <p>Committed to working in an inclusive ethos</p> <p>Good presentation skills</p> <p>Possess a level of general computer literacy with a range of IT skills</p> <p>Good organisational skills</p> <p>Ability to demonstrate creative abilities</p>
Experience & Qualifications	<p>Experience in working with children in an early years setting</p> <p>Experience of implementation of EYFS</p> <p>A full and relevant NVQ3 qualification in childcare</p> <p>Evidence of ongoing personal development training.</p> <p>Experience of working in partnership with parents</p> <p>Recent Paediatric First Aid certificate and basic Food and Hygiene Certificate, or willingness to work towards.</p>
Knowledge	<p>Knowledge of legislation relevant to Early Years such as EYFS, SEN, safeguarding, Childcare Act 2006</p> <p>Knowledge of Child Development and children's needs</p> <p>Ability to work with parents/carers/families to encourage partnership working</p> <p>Understanding of Safeguarding and Equal Opportunities</p> <p>Awareness of Health and Safety, and practical hygiene issues.</p>
Personal Attributes	<p>Sense of humour</p> <p>Ability to be an active and full member of a team</p> <p>Commitment to staff development</p> <p>Flexible</p> <p>Resilient</p> <p>Ability, flexibility and willingness to take on other responsibilities or duties as deemed necessary.</p>