SOUTHCOTE PRIMARY SCHOOL | The Kennet Federation | Katesgrove Primary School

Job Description

Early Years Practitioner – Level 2

RG3 scale point 5 - 11 (gateway Scp 7)

May 2022

Job Title:	Early Years practitioner
Responsibility to:	Class teacher – Phase Team leader – DH / HT
Job Purpose:	To work under the guidance of the class teacher and team leader within an agreed system of supervision, to implement agreed work programmes with individuals/groups in or out of the classroom.

Support for pupils:

- To be take responsibility for a group of children as a key worker
- Use specialist (curricular/learning) skills/training/experience to support pupils
- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first-aid and welfare matters
- Supervise and support pupils ensuring their safety and access to learning
- Establish good, positive relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by themselves or the teacher
- Encourage pupils to act independently as appropriate

Support for the teacher:

- Work with the teacher to establish a stimulating and attractive learning environment
- Work with the teacher in medium term/ lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Work with the teacher to monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Contribute to providing objective and accurate feedback and reports as required, to the teacher on pupils' achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with school policy and encourage pupils to take responsibility for their own behaviour
- Liaise sensitively and positively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents or as directed
- Provide clerical / administration support e.g. photocopying, typing, filing, collecting money etc

Support for the curriculum:

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Implement local and national learning strategies e.g. EY and FS, make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Help pupils to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources

Support for the school:

- To work as part of the Foundation Stage team under the leadership of the phase team leader
- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to the line manager
- Be aware of the equal opportunities and behaviour policies of the school and apply them
- Be aware of & support difference, ensuring all pupils have equal access to opportunities to learn & develop
- Contribute to the overall ethos / works / aims of the school
- Establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to support others
- Provide guidance and supervision and assist in the training and development of staff as appropriate
- Assist with the supervision of pupils out of lesson times, including before and after school as appropriate
- Accompany teaching staff with the supervision of pupils on visits, trips and out of school activities as required

Gateway Progression Criteria:

In order to progress through the Gateway the post holder must also:

- Take responsibility for a group of children
- Use more developed communication skills to encourage and support social /positive behaviour development
- Demonstrate the ability to interpret observations and convert to assessment of need
- Demonstrate competence in practice against Early Years' Practitioner NVQ level 3 mandatory unit criteria
- Act as key worker for a number of individual children

At The Kennet Fedetaion all staff work under the conditions laid out in the NJC Pay and Conditions Document.

All staff follow school Health & Safety and Safeguarding procedures and notify relevant officer of any issues.

PERSON SPECIFICATION

School: The Kennet Federation	**Education & Community Services**
Job Title: EARLY YEARS PRACTITIONER	**Post Reference No:**

Qualifications/Education/Training:

NNEB or NVQ3 EYP qualification
First aid training as appropriate

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 – video, photocopier, 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
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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