

## Early Years Practitioner – Personnel Specification

Experience/Duties	Essential	Desirable
Qualification/ Experience	<ul style="list-style-type: none"> <li>NNEB qualification or Level 2/3* Diploma in Child Care and Education</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of ongoing professional development</li> </ul>
Personal Competencies	<ul style="list-style-type: none"> <li>Excellent knowledge of the Early Years Foundation Stage curriculum, including the recent changes to the curriculum</li> <li>Able to plan and resource appropriate for EYFS children</li> <li>Ability to lead groups</li> <li>Able to plan and prioritise work.</li> <li>Able to maintain a quality environment.</li> <li>Able to prepare resources for learning activities and displays.</li> <li>Able to make observations, assess and record children's achievements.</li> <li>Able to write accurate and grammatically correct reports.</li> <li>Able to contribute to the maintenance of good standards of child behaviour within the school's behaviour management policy.</li> <li>Able to attend parent evenings, meetings and reviews as required.</li> <li>Aware of health and safety requirements, first aid and emergency procedures</li> <li>Able to contribute to the protection of children, within the school's safeguarding policy.</li> </ul>	<ul style="list-style-type: none"> <li>Administer first aid if trained – current paediatric first aid qualification preferred</li> <li>Experience of running interventions for pupils</li> <li>Experience teaching early phonics</li> </ul>
Interpersonal Skills	<ul style="list-style-type: none"> <li>Good communication skills (written and spoken)</li> <li>Able to build good relationships with relevant adults (families, parents and other professionals).</li> <li>Ability to liaise with other professionals about pupils.</li> <li>Flexibility in working as part of a large team.</li> <li>Able to use own initiative</li> <li>Ability to work harmoniously as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>Experience of writing children's reports and reports for external agencies</li> </ul>