

Job Description – Early Years Practitioner

Job Title Early Years Practitioner

Responsible to Pre School Leader/Headteacher

Job purpose It is the professional duty of the Early Years Practitioner to work with colleagues to create a stimulating, safe and caring teaching and learning environment and to promote the physical, emotional, intellectual and social development of every child within the Foundation Stage.

Key Responsibilities

Curriculum

- To help provide a broad, balanced curriculum, assisting with the delivery of the Early Years curriculum.
- To contribute to and lead class activities in conjunction with the class teacher.
- To work in cooperation with other staff in the planning and the implementation of activities for both groups and individual children.
- To plan activities based on the objectives outlined in the Early Years curriculum.
- To share responsibilities for children working in the Early Years environment.
- To contribute to the observation and record keeping of every child's progress and achievement.
- To set targets and take children on to the next stage of their learning.
- To be responsible for running interventions for pupils.
- To liaise and co-operate with other professionals where appropriate and maintain confidentiality.
- To assist in creating a stimulating, attractive and tidy Early Years environment for the children
- To participate and contribute at parents' evenings.

Pastoral

- To be concerned with the general welfare, personal hygiene and health of children, including administering first aid and assisting with personal care needs.
- To follow all school policies relating to the pastoral care and protection of children.

Parents

- To establish positive working relationships with parents, children and other staff.
- To be actively involved in the meetings for parents, pre-school visits or home visits when required.
- To support parent helpers giving them useful and appropriate tasks.

Personal Development

- To assist in the supervision of students in the Early Years.
- To attend and participate in staff meetings, whole pre school training and external courses.
- To disseminate course information to colleagues.
- To pursue any opportunities given by the school for personal development.
- To take part in pre school supervision

Competencies

- A genuine passion and understanding of children's development
- Good communication skills.
- Good spoken and written English.
- Able to plan and prioritise work.
- Able to maintain a quality environment.
- Understand and have experience of the Early Years curriculum.
- Able to prepare resources for learning activities and displays.

- Able to make observations, assess and record children's achievements.
- Able to write accurate and grammatically correct reports.
- Able to contribute to the maintenance of good standards of child behaviour within the school's behaviour management policy.
- Able to build good relationships with relevant adults – families, parents, other professionals.
- Able to attend parent evenings, meetings and reviews as required.
- To be aware of health and safety requirements, first aid and emergency procedures
- Administer first aid (if appropriate).
- Able to contribute to the protection of children, within the school's safeguarding policy.
- Flexibility in working as part of a large team.
- Good attendance and punctuality
- To act as an ambassador for the Trust and promote a positive image of its aims and objectives.
- Able to use own initiative.