

JOB DESCRIPTION AND PERSON SPECIFICATION

<u>Job Title:</u> Lead EYFS Practitioner	<u>Grade:</u> G (points 20 – 24)
<u>Job Family:</u> Educational Support	
<p><u>Overall Purpose of Job:</u></p> <p>As the Lead EYFS Practitioner, you will provide a stimulating and effective curriculum which will enhance children's emotional, social, physical and intellectual development. You will provide high quality care that meets professional inspection standards, working collaboratively with teaching staff and assisting teachers in the whole planning cycle and the management/preparation of resources. You will provide support to pupils, teachers and the academy in order to raise standards of achievement for all, by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes and to encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of academy life.</p>	
<p><u>Main Responsibilities:</u></p> <ol style="list-style-type: none"> 1. You will be accountable to the EYFS lead teacher for the progress and outcomes of F1 pupils 2. You will take overall responsibility for F1 3. You will plan and prepare lessons, in all stages of the planning cycle, including lesson planning, evaluating and adjusting lessons/plans 4. You will teach allocated pupils to achieve progression of learning 5. You will work with teachers, to evaluate pupils' progress through a range of assessment activities 6. You will develop and prepare resources for learning activities in accordance with lesson plans and in response to pupil need 7. You will provide high quality care for children and families 8. You will provide a broad and balanced curriculum that will meet the requirements of the EYFS curriculum in conjunction with the EYFS Lead teacher. 9. You will contribute to and deliver Individual Educational Programme (IEP) for children with special educational needs (SEN). 10. You will observe, monitor and maintain written records to ensure children's developmental progress. 11. You will use behaviour management strategies in line with the academy's behaviour policy to contribute to a purposeful learning environment and encourages pupils to interact and work cooperatively with others 12. You will organise and safely manage the appropriate learning environment and resources 13. You will support the role of parents/carers in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times 14. You will maintain parent/carer confidentiality. 15. You will work closely with the EYFS Lead teacher and prepare reports that will assist in the children's smooth transition into the next stage of their academic career. 16. You will report any injury or accident ensuring that health and safety of the individual is maintained. 17. You will assist in and contribute to pupil placements and contribute information to the EY Teacher so that they can prepare accurate and concise information in the support of a pupil's' development. 18. You will support the successful admission and transition for children and families. 19. You will contribute to the planning and organisation of interesting and appropriate educational visits for children and families observing health and safety policies and making risk assessments. 20. You will actively promote and support policies on equality and inclusion and to ensure the EYFS functions in an anti-oppressive and non-discriminatory manner. 21. You will take responsibility for the tidiness, safety and security of the EYFS indoor and outdoor areas. 	

22. You will assist in providing professional support on issues relating to child protection to parents/carers and outside agencies.

General

23. You will be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person without delay
24. You will participate in training and other learning activities and performance development as required
25. You will ensure you carry out your role in a way that demands high standards whilst supporting inclusion and welcoming diverse thinking
26. You will ensure strict confidentiality in all areas of work
27. You will work and process personal and sensitive information in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR)
28. You will ensure work is conducted in a way that protects the safety and security of information (e.g., strong passwords, reporting breaches, securing paper records, securely disposing of records)
29. You will understand and comply with the statutory guidance regarding safeguarding of children, always ensuring the safeguarding and promotion of children's welfare, reporting any concerns to the Designated Safeguarding Officer at once
30. You will always comply with the Trust's policies and procedures
31. You will undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation

KNOWLEDGE, SKILLS & EXPERIENCE

Essential

- GCSE Grade C/4 or above (or equivalent) in English and Maths (C)
- Recognised and relevant vocational qualification (NVQ level 4) or is working towards a relevant qualification (e.g., Diploma or NVQ in Childcare and Education, B.Ed. in Early Years) (A/I/C)
- Experience of working with children and families, preferably in Early Years (A/I)
- Experience of working closely with multi-agencies (A/I)
- Good knowledge of the Children's Act, National Day Care standards and Ofsted's Educational requirements (A/I)
- Good knowledge of guidance documents which support the development of young children's learning (A/I)
- Working knowledge of standard computer packages (word processing, email, and spreadsheets) (A/I)
- Experience of effectively supervising others (A/I/R)
- Able to adapt well to change (A/I)
- Excellent communication skills (both verbal and written) (A/I)
- Good organisational and personal management skills (A/I)
- Strong ICT skills (A/I)
- Effective behaviour management skills (A/I)
- Able to work independently and be a team player. (A/I/R)
- Able to respect and maintain confidentiality (A/I/R)
- Effective time management (A/I)
- Able to motivate children and sustain their interest in play activities (A/I/R)
- Able to effectively plan to support children's learning (A/I/R)
- Able to prepare and present written reports to support children's development and wellbeing (A/I/R)
- Good at problem solving (A/I/R)

Desirable

- Paediatric First Aid at Work qualification (C)
- Child protection training (C)
- Knowledge of the future of childcare services nationally and locally (A/I)

- Experience of working with child protection cases (A/I/R)
- Experience of using Bromcom (A/I/R)

Key: C – Certificate; A – Application Form; I – Interview; R - Reference

BEHAVIOURS

- Proactive
- Organised
- Effective
- Team Player
- Calm
- Emotionally intelligent
- Flexible
- Motivational
- Positive
- Engaging
- Clear communicator
- Reliable
- Trustworthy

CONTACTS AND RELATIONSHIPS:

Managers - in daily contact with the Head of Academy, senior leaders and teachers within the academy.

Support Staff – in daily contact with support staff who are involved in administration, classroom support, cleaning, catering, site supervision and health and safety.

Trust Staff – in regular contact with Trust staff within the wider Education team including Executive Leaders, Director of Learning, Safeguarding and Inclusion team.

External – in regular contact with parents/carers, as required.

Note:

This job description is provided for guidance only and does not form part of the contract of employment.

The post holder will be subject to an enhanced DBS check with barred list.