



St Barnabas and St Philip's CE Primary School

Job Title: Early Years Practitioner Level 3

Salary Scale: SC3 Point 5 (Pro Rata)

Hours: 7.45am – 4.00pm

Responsible to: Headteacher

MAIN PURPOSE OF THE JOB:

We are looking to recruit an Early Years Practitioner to join our brand-new Nursery and support the teaching of our EYFS children. This position has become available as part of the creation of a brand-new nursery being established for 3–4-year-olds.

Our nursery is based in a newly refurbished room, supported by investment in new resources for indoors and outdoors.

MAIN DUTIES

1. To develop a knowledge of a range of learning support needs and to develop an understanding of the specific needs of the children to be supported.
2. To supervise and provide particular support for children, ensuring their safety and access to learning activities.
3. Taking into account the learning support involved, to aid the children to learn as effectively as possible both in group situations and on his/her own by, for example:
 - clarifying and explaining instructions.
 - ensuring the child can use equipment and materials provided, assisting in weaker areas, e.g. language, behaviour, social skills, reading, spelling, handwriting/presentation.
 - meeting physical needs as required whilst encouraging independence, assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
 - developing appropriate resources to support the children.
 - providing support for individual children inside and outside the classroom to enable them to interact with others and engage in activities led by the teacher.
4. To establish a constructive relationship with the children and interact with them according to individual needs.
5. To promote the inclusion and acceptance of all children
6. To set challenging and demanding expectations and promote self-esteem and independence.
7. To provide the necessary pastoral care to enable children to feel secure and happy.
8. To provide feedback to parents in relation to progress and achievement under the guidance of the Class Teacher/Headteacher.



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9. Assist with the Class Teacher and Management (and other professionals as appropriate), in the development and planning of a suitable programme of support for children.
10. Monitor children's responses to learning activities and accurately record achievement as directed.
11. Provide detailed and regular feedback about the children to the Class Teacher.
12. Contribute to the maintenance of children's progress records.
13. Participate in the evaluation of the support programme.
14. Promote good behaviour, dealing promptly with conflicts and incidents in line with established policy, and encourage children to take responsibility for their own behaviour.
15. Establish constructive relationships with parents/carers.
16. Administer routine observations and reports.
17. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to children's responses.
18. Undertake intervention programmes linked to local and national learning strategies, recording achievement and progress.
19. Support the use of ICT in learning activities and develop children's competence and independence in its use.
20. Assist with the preparation and maintenance of equipment/resources required to meet lesson plans/relevant learning activities to support the delivery of an enriched curriculum.
21. Be aware of and comply with the procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
22. Be aware of and support differences and ensure all children have equal access to opportunities to learn and develop.
23. Contribute to the overall ethos/work/aims of the nursery.
24. Appreciate and support the roles of other professionals.
25. Where appropriate develop a relationship to foster links between home and the nursery
26. Liaise, advise, and consult with other members of the team supporting the children as appropriate.
27. Contribute to reviews of children's progress as appropriate.
28. Set a good example in terms of dress, punctuality, and attendance.
29. Prepare and present displays of children's work as required.

PERSONAL RESPONSIBILITIES

1. Be aware of key nursery plans, policies and procedures, especially the Health and Safety Procedures and Child Protection Procedures.
2. Take part in Performance Management in order to identify and agree development and training needs.



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3. Within your contracted hours, undertake Induction Training and other training as identified in Performance Management Processes, as may be required to enable you to provide the nursery with effective support.
4. Attend and participate in meetings as required.
5. Be aware of the learning and physical needs of the children you support.
6. Respect the confidentiality of child information and respond sensitively to children's needs.
7. To be aware of and to actively implement the Nursery's Equality Policy.

To carry out any other reasonable tasks in keeping with the post as specified by the Class Teacher / Headteacher.