



The North Cotswold Schools Federation MAT

Early Years Practitioner Job Description

Job title	Grade 3 – 5 depending on experience
Location	Longborough's Little Pickles Nursery , Longborough CofE Primary School Within the North Cotswold Schools' Federation (NCSF) MAT Cold Aston CofE Primary School Longborough CofE Primary School Swell CofE Primary School St. James' and Ebrington CofE Primary School
Reporting to	Executive team Heads of Schools Nursery Managers
Effective Date	January 2023
Salary Range	Grade 3-5 depending on experience

Key Responsibilities and Accountabilities:

- Adhere to the requirements of the Statutory Framework for the Early Years Foundation Stage, Ofsted
- Adhere to the settings code of conduct
- Prepare and fully set out a stimulating and attractive child care environment prior to the arrival of the children, according to plans and ensure health and safety is maintained, and tidy away after their departure.
- Ensure rooms are left clean and tidy at the end of each day.
- Have day-to-day responsibility for health and safety and the care of the children in your designation.
- Ensure confidentiality with regard to the staff, parents and children is adhered to at all times.
- Be aware of the staff team including assistants, volunteers and students on a day to day basis to ensure high standards are constantly achieved.
- Work with the staff within your setting, in such a way as to offer the children high quality care, education, attention, stimulation and support as outlined in the EYFS document.
- Provide an environment that is warm, secure and welcoming ensuring that the children and families using the setting receive the highest standards of learning care and development in early years' provision.
- Act as a key person to a designated group of children and liaise with their families.
- Have a high awareness of the setting's policies and procedures and ensure these are carried through during everyday tasks.
- To promote the work and image of the North Cotswold Schools Federation by always maintaining high standards of personal appearance and adopting a friendly, professional approach to parents, members of the public and the wider community.
- To have a solid understanding of the Early Years Foundation Stage (EYFS) curriculum and assist the EYFS Leads with the planning, preparation and delivery of the curriculum and evaluation of activities.

- To observe children as individuals and in groups and monitor behaviour, progress and possible developmental needs, utilising specialist knowledge and experience.
- To prepare summative reports at set times throughout the year.
- To ensure up-to-date records of the children's progress as part of the monitoring and reviewing of educational work programmes within the individual and to track children's progress through the production of online learning journals.
- To set next steps for key children.
- To create profiles to support children who are not on track and make further referrals where required to outside agencies.
- To maintain, repair and clean any equipment e.g. books, aprons, dressing-up clothes, toys, games etc. and to tidy up after use.
- To be concerned with the general welfare of the children, including matters relating to personal hygiene and health.
- To undertake outdoor learning supervision within the Nursery and before and after-school duties where applicable.
- To undertake supervision of extended day activities when required for cover.
- To provide simple first aid, when necessary, and to take all reasonable measures to ensure health and safety in the setting.
- To prepare the setting and outdoor areas for learning opportunities.
- To attend EYFS staff meetings, twilights and INSETS as required.
- To undertake setting-up and maintaining effective and efficient communication to parents.
- To be responsible for ensuring that the display boards are attractive and up-to-date.
- To undertake CPD courses as necessary for professional development.
- To work collaboratively and supportively with Little Pickles staff members and the wider NCSF staff team.
- To undertake such other duties consistent with the nature and responsibility of the post as may be reasonably assigned by the Head of School.

Safeguarding

- Understand and adhere to the settings safeguarding policies and procedures to keep children safe and secure and ensure others at the setting are adhering to the policy.
- Deal with child protection issues, reporting any concerns to the Designated Safeguarding Lead or the Deputy and record factual information accurately.
- Ensure the needs of Special Educational Needs (SEN) children are met in conjunction with the settings SENCO.
- Ensure non-discriminatory behaviour and equality is maintained within the day care environment and promotes diversity and that the settings equal opportunity policy is adhered to at all times.

Notes: This job description may be amended at any time in consultation with the postholder.

Last review date: June 2024

Next review date: June 25

Head of School signature:

Date:

Postholder's signature:

Date: