**JOB DESCRIPTION- Early Years Practitioner.**

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| **Post Title:** Early Years Practitioner |
| **Job Purpose:** To be a keyworker to a group of children. This includes settling children and ensuring the children are cared for & educated in a happy, secure and stimulating environment that acknowledges the importance of parental involvement. |
| **Responsible to:** The Headteacher, Deputy Headteacher and Teacher. |
| **Hours of work:** 33.5 hours a week, term time only (including INSET days.) |
| **Post Grade:** Level 5SCP (13- 23) |
| **Main Duties:**   * To adhere to all Safeguarding Legislation and Polices and complete all relevant training. * To be aware of & understand safeguarding protocol & procedures & take appropriate action. * To be a member of the nursery team & to work in any area as directed by the Senior Leadership Team. * To ensure effective communication between the all staff members as appropriate. * To supervise the learning and pastoral care of children, delivering an appropriate curriculum for 2-5 year olds with appropriate differentiation for the age and stage of each child. * Where necessary to lead Teaching Assistants in delivering the EYFS to a class of 2-5 year olds, including children with SEND in order to ensure smooth running of the provision. * To create a welcoming and family friendly environment, building effective relationships with children and their parents. * Carrying out a key person role, ensuring the individual care and learning needs of all children are met. This will include personal care such as changing nappies. * To encourage & promote learning, by providing appropriately challenging levels of support & interaction. * To develop & extend learning through play and the use of language. * To observe, monitor & assess individual children & evaluate their progress. * To establish and maintain records for each child, & be prepared to share those records with parents & carers. * To give regular feedback to parents about their child’s development and progress. * To actively participate in the planning & preparation of activities & programmes of work for groups & individual children, in order to give a broad & balanced curriculum. * To ensure the wellbeing, behaviour and personal development of children. * To take overall responsibility for children working inside or outside. This will include spending time outdoors in the morning and afternoon session. * To establish, develop & maintain good relationships with parents & carers, and maintain confidentiality at all times (subject to child protection policies and procedures.) * To give support to parents & carers experiencing difficulties, as appropriate. * To liaise & co-operate with other professionals from external agencies for the benefit of the children & their families. * To attend parent consultations & reviews as required. * To take responsibility for the presentation of children’s work & create & maintain an attractive & stimulating environment. * To take responsibility as required, for any activity under direction of the Headteacher. (E.g. home visits, parent groups etc.) * Must complete Paediatric First Aid within three months of working. * To administer First Aid at an appropriate level & according to school guidelines & to be responsible for reporting details of accidents to parents, carers & the Senior Leadership Team. * To attend & participate in staff meetings & planning meetings as required by the Headteacher. * The post holder will work in co-operation with the Senior Leadership Team to contribute to policies, procedures and processes relevant to the provision for children. * To take part in Performance Management and have the opportunity to attend relevant courses & keep informed of current childcare legislation & guidelines. * To participate in the reviews of the school policies & aims & the School Improvement Plan. * To follow the school’s guidelines & procedures, including paying due care & attention to matters of Health & Safety, First Aid & Emergency procedures, as laid down by school policy documents & guidelines. * To participate in the training & assessment of students on placement. * To ensure that the provision is clean, safe and welcoming for families and staff. This includes assisting in the maintenance of resources & equipment. * To undertake an enhanced DBS check. |