**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.
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