

# Woodside Primary Academy



## JOB DESCRIPTION

### POST: EARLY YEARS PRACTITIONER LEVEL 2

**Scale: 4** Point 7 – 10 (pro-rata) 36 hours per week x 45.6/52 weeks per year

**Responsible to:** Head of Early Years/ Headteacher

#### **Experience and Qualifications:**

Nursery Nurses **preferably with some nursery experience or at least one of the following:**

CACHE Level 3 Diploma in Child Care and Education  
BTEC National Diploma in Early Years  
NVQ Level 3 in Children's Care, Learning and Development  
NNEB certificate

#### **Job Purpose**

- 1 To provide service delivery within the requirements of the Early Years Foundation Stage Framework, Every Child Matters and Ofsted Care Standards (Under 3s).
- 2 To work in partnership and complementary to the Head of school for EYFS, the Day Care leader, or lead professional, in order to help meet the aims of the children. The Teacher or Lead Professionals are responsible for planning the overall policy and curriculum, and the Early Years Practitioners are given some responsibility for planning part of the programme and are to play a full part in its implementation.

#### **Major Tasks, Duties and Responsibilities**

##### **1 Support for Children**

- 1.1 Share responsibility for safety, health and welfare of children at all times
- 1.2 Ensure all children have access to the full curriculum
- 1.3 Relate well to children
- 1.4 Guide the development of children's social behaviour and attitudes
- 1.5 Frequently supervise children on activities without a teacher present including outdoor activities
- 1.6 Observing and assessing children's development and progress

- 1.7 Keeping accurate records of observation, assessment and development of children
- 1.8 Acting as a key worker for a group of children

## **2 Support for the Teacher**

- 2.1 Organising materials and equipment for use within the nursery
- 2.2 Sharing responsibility for care and maintenance of resources and equipment
- 2.3 Assisting in preparation and clearing up of activities and encouraging children to help
- 2.4 Sharing responsibility for display
- 2.5 Contributing to curriculum development ensuring a stimulating environment
- 2.6 Taking responsibility for specific activities already planned for
- 2.7 Taking on other tasks such as Lunch Time supervision
- 2.8 Attend weekly staff and planning meetings

## **3 Support for the Parents**

- 3.1 Encourage parents and carers to be involved in the setting and their children's learning
- 3.2 Establish good relationships with parents and carers
- 3.3 Build up a trusting relationship with parents/carers of key worker group
- 3.4 Take part in home visits when appropriate and required

## **Supporting the Early Years Setting – School**

Support the aims and policies of the setting

- 4.1 Promote the ethos of the setting at all times

## **Other requirements:**

- 1 To participate in training and performance management as required.
- 2 To have an up-to-date Enhanced DBS Disclosure.

# Person Specification

## Level 2 Early Years Practitioner



### Qualifications

- NNEB/CACHE Level 3/NVQ Level 3 in Childcare and Education Essential

### Experience

- Evidence of anti – discriminatory practice Essential
- Some evidence of working with children with special needs Essential
- Evidence of working with children from 0-4 Essential

### Knowledge and Understanding

- Early Years Foundation Stage Essential
- Child Development Essential
- Learning through play Essential
- Child Protection guidelines Essential
- Maintaining a safe environment Essential

### Skills and Aptitudes

- Good standard of English and written work Essential
- Good interpersonal and communication skills Essential
- Ability to use computers Desirable
- Ability to work part of a team Essential
- Flexibility and enthusiasm for the job Essential

### Other job requirements

- Willingness to undertake in service training Essential
- Ability to deliver duties in a professional manner Including appropriate confidentiality Essential