

Leading Learning Trust – job description and person specification:

EYFS Practitioner

**This job description and person
specification applies to this role at
Selwyn Primary School and Portway
Primary School.**



**Leading
Learning Trust**

Selwyn Primary School and Portway Primary School are part of the Leading Learning Trust.



JOB DESCRIPTION AND PURPOSE – EYFS PRACTITIONER

POST TITLE: EYFS Practitioner

RESPONSIBLE TO: Senior EYFS Practitioner / EYFS Assistant Head teacher/ EYFS Teacher

Grade: Level 3- Scale 3 (point 5-6)

Based at: Selwyn and Portway Primary Schools

Supervision of: None

PROTECTING OUR CHILDREN - SAFEGUARDING

Everyone who comes into contact with children and their families has a role to play in safeguarding children. We recognise that staff at our school play a particularly important role as they are in a position to identify concerns early and provide help for children to prevent concerns from escalating. **All staff are advised to maintain an attitude of '*it could happen here*' where safeguarding is concerned.** When concerned about the welfare of a child, staff members must always act in the **best interests** of the child.

PROTECTING OUR STAFF AND OUR RESOURCES – HEALTH AND SAFETY

Adherence to health and safety requirements, which includes proper risk management processes, is required from all staff at school insofar as this is relevant to their roles. All staff are expected to understand their responsibilities for protecting and promoting the health and safety of all children and colleagues.

EQUAL OPPORTUNITIES

The school has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

THE ROLE: The EYFS Practitioner is a qualified childcare professional will be expected to provide high quality, flexible childcare for families from the local communities and further afield. This is an ideal role for someone who is able to work independently and has a real ability to instil confidence to all children and parents/carers at the nursery as well as working as part of a fun and experienced team. They are creative and reflective leaders able to implement new ideas and use a range of strategies to continually improve practice and support the management team.



MAIN DUTIES & RESPONSIBILITIES

1. To contribute to the creation of a safe, welcoming and inclusive environment for all children
2. To follow best practices and strict compliance to all regulatory and legal requirements, including health and safety requirements and a high standard of health and hygiene
3. To be responsible for the welfare of all children in your designated room, following systems to ensure consistent, high-quality care
4. To be vigilant and protect children from harm or abuse, reporting any concerns immediately – in accordance with child protection and whistleblowing policies
5. To reflect on practice and routines, tailoring them to meet the individual needs of each child throughout the day
6. To work within the team to accurately plan, implement and evaluate all activities/resources to provide an appropriate curriculum.
7. Work with colleagues to plan, prepare and set out an attractive, stimulating range of equipment, activities & displays, indoors and out;
8. To undertake observations and the assessment of children's learning and development ensuring records are kept up-to-date, are of a high standard and are shared effectively – including for children with Special Educational Needs.
9. To develop genuine bonds with your key children.
10. To work in partnership with all parents/carers, building and maintaining relationships that encourage trust, open communication and involvement in nursery life
11. To be professional and a good role model to the children and other staff members, at all times
12. To work flexibly as part of the larger team in order to ensure the smooth running of the EYFS



13. Change nappies and encourage children with toilet training and personal hygiene, in line with the school's intimate care policy
14. To carry out domestic duties such as preparing snacks, cleaning and sanitising of equipment etc
15. To attend reasonable out-of-working-hours activities, including training, staff meetings, parents evenings and special events
16. To take responsibility for own personal and professional development, in line with agreed annual performance objectives
17. To respect and value all colleagues, children and parents, encouraging a positive and diverse working environment
18. To cooperate and work effectively with colleagues
19. Raise the awareness of EYFS leaders to any pressures on pupils which may result in behaviour problems.
20. To undertake any other aspects of EYFS work according to need

This job description is intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

Personal Specification

	Essential	Desirable
Education & Qualifications	NNEB/NVQ Level 3 in Children's Care Learning & Development, or equivalent This post is subject to a DBS enhanced disclosure	<ul style="list-style-type: none"> Foundation Degree or BA in Early Years Leadership or Management qualification



Skills and Abilities	<p>High degree of integrity and empathy when dealing with children</p> <p>Good verbal and written communicator</p> <p>Able to observe, assess and track children's learning & development</p> <p>Able to support and develop other team members</p> <p>Strong organisational skills</p> <p>Suitable to work with young children</p> <p>Be reflective and learn from past experiences</p> <p>Show resilience and work under pressure</p>	<p>Able to plan and provide age-appropriate activities</p> <p>Excellent customer service and conflict resolution skills</p>
Experience	<p>Significant childcare experience</p> <p>Successful experience of building positive outcomes focused relationships with children, young people and families.</p>	<p>Experience of delivering advice, support and training that builds resilience and independence in families</p>
Knowledge	<p>Knowledge of current legislation and guidance (e.g. EYFS)</p> <p>Awareness of good practice of an effective early years curriculum</p> <p>Key operational policies and procedures e.g. health & safety, child protection, behaviour management and administering of medication</p> <p>Children's developmental stages</p> <p>The use of ICT to effectively support the tracking and learning and to monitor progress</p>	



Disposition	Enthusiastic and friendly Honest, trustworthy and reliable Reflective Flexible approach Commitment to Equal Opportunities Commitment to Continuous Improvement A sense of Humour	
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