



JOB DESCRIPTION

POST: EARLY YEARS PRACTITIONER

Responsible to: Senior Management / Headteacher

Experience and Qualifications:

Early Years Practitioner with nursery working experience and relevant Level 3 qualification as defined in the current guidance.

Job Purpose

- 1 To provide service delivery within the current statutory requirements.
- 2 To work in partnership and complementary to the Nursery, Reception teacher or lead professional, in order to help meet the aims of the Nursery. The Nursery, Reception 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 or Children's Centre

- 4.1 Support the aims and policies of the setting
- 4.2 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.

This Job Description indicates only the main duties and responsibilities of the post. During the course of duties, you may be asked to carry out other tasks that may be reasonably assigned to you.

Safeguarding:

As a school we are committed to the safeguarding of children and adults. All jobs offers will be subject to a DBS check, two satisfactory written references and qualification checks.

Please sign, print your name, and date below to indicate your acceptance of this Job Description.

Signature:

Name:

Date:

Person Specification

Level 2 Early Years Practitioner

Qualifications

Level 3, as detailed in the current DFE requirements	Essential
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Experience

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|---|-----------|
| • 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

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

Skills and Aptitudes

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

Other job requirements

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| • Willingness to undertake in service training | Essential |
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