**CHILDREN AND YOUNG PEOPLE SERVICES**

**JOB DESCRIPTION**

### POST: EARLY YEARS PRACTITIONER LEVEL 2+

**Responsible to:** Headteacher / Senior Leadership Team

## Experience and Qualifications:

Nursery or Reception experience or at least one of the following:

# CACHE Level 3 Diploma in Child Care and Education

NCFE CACHE Level 3 Diploma for Working in the Early Years Sector

BTEC National Diploma in Early Years

NVQ Level 3 in Children’s Care, Learning and Development

NNEB certificate

an equivalent Level 3 qualification as listed on the Early Years Qualifications List, for example: T Level 3 Technical Qualification in Education and Early Years.

# Job Purpose

1. To provide service delivery within the requirements of the Early Years Foundation Stage Framework and Ofsted Care Standards (Under 3s).
2. To work in partnership and complementary to the Nursery/Reception teachers or lead professional, in order to help meet the aims of the Nursery and the Early Years Foundation Stage. Nursery/Reception teachers or lead professionals are responsible for planning the overall policy and curriculum, and EYPs 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. Share responsibility for safety, health and welfare of children at all times.
	2. Ensure all children have access to the full curriculum.
	3. Relate well to children.
	4. Guide the development of children’s social behaviour and attitudes.
	5. Frequently supervise children on activities without a teacher present including outdoor activities.
	6. Observing and assessing children’s development and progress
	7. Keeping accurate records of observation, assessment and development of children.
	8. Acting as a key worker for a group of children.
1. ***Support for the Teacher***
	1. Organising materials and equipment for use within the Nursery and Reception classrooms and outside.
	2. Sharing responsibility for care and maintenance of resources and equipment across the Foundation Stage.
	3. Assisting in preparation and clearing up of activities and encouraging children to help.
	4. Sharing responsibility for display.
	5. Contributing to curriculum development ensuring a stimulating environment.
	6. Taking responsibility for specific activities already planned for.
	7. Taking on other tasks such as Lunch Time supervision.
	8. Attend weekly staff and planning meetings.
2. ***Support for the Parents***
	1. Encourage parents and carers to be involved in the setting/school and their children’s learning.
	2. Establish good relationships with parents and carers.
	3. Build up a trusting relationship with parents/carers of key worker group.
	4. Take part in home visits when appropriate and required.
	5. Responsibility for actively developing home-setting liaison and parental involvement in the setting.
3. **Teamwork & Professionalism:**
	1. Work collaboratively with colleagues, other professionals, and multi-agency partners
	2. Adhere to the setting's policies, procedures, and the [Early Years Foundation Stage (EYFS) framework](https://www.google.com/search?sca_esv=40be311636f2e89e&rlz=1C1ONGR_en-GBGB1083GB1083&sxsrf=AE3TifMD3zg6vlz6DqpGEyNve8eq--zMnQ:1759405991741&q=Early+Years+Foundation+Stage+(EYFS)+framework&sa=X&ved=2ahUKEwjX6pyJuoWQAxVFW0EAHUxSJkAQxccNegUIsAEQAQ).
4. ***Supporting the Early Years Setting – School or Children’s Centre***
	1. Support the aims and policies of the setting.
	2. Promote the ethos of the setting at all times.
	3. General supervisory responsibility for students.

**Other requirements:**

1 To attend and participate in staff and planning meetings.

2 To participate in training and performance management as required.

3 To have an up-to-date Enhanced DBS Disclosure.