

JOB DESCRIPTION

POST TITLE: Early Years Practitioner
POST NO:
GRADE: Grade 6

CONTRACTUAL
ARRANGEMENTS: 35 hours per week

ACCOUNTABLE TO: Nursery Teacher in Charge

PURPOSE OF THE JOB

- To work as part of the Nursery team in providing an excellent standard of care and learning opportunities for children aged 2-4.
- To work with and support children, including those with a variety of academic, physical and emotional/behavioural needs, on a group or individual basis

KEY ACCOUNTABILITIES

1. To be involved with all activities in the Nursery, working in co-operation with other Nursery staff to support each child's development;
2. To act as a Key Worker for a specific group of children, including those with special educational needs;
3. To establish supportive, caring and secure relationships with the children, promoting respect, self-esteem and a positive, inclusive ethos;
4. To develop and extend children's learning through play and to stimulate children's use of language;
5. To assess and record each child's progress and development, including contributing to written reports, and to plan the next steps for learning;
6. To contribute to the design, creation and production of learning activities, materials and resources to support the children's play and learning, and to assist children in using them;

JOB DESCRIPTION

7. To help children with personal cleanliness, undertaking toilet training and clearing up 'accidents' as necessary;
8. To be welcoming and supportive to parents and to help to build good relationships between families and the Nursery, which may include carrying out home visits and contributing to parents' evenings;
9. To take part in off-site activities as appropriate;
10. To administer First Aid at an appropriate level, in accordance with training and qualifications;

Supporting the school

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

1. Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
2. Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.
3. Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
4. Be aware of health and safety issues and act in accordance with the school's Health and Safety Policy.

OTHER DUTIES:

The postholder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.