

**JOB TITLE:** Early Years Practitioner

**RESPONSIBLE TO:** Class Teacher or member of Senior Leadership Team

**GRADE:** H3

### **JOB PURPOSE**

- To support the teaching and learning of the pupils in the school through direct involvement with children and by supporting the class teacher in their role.
- To assist in maintaining a stimulating learning environment.
- To help care for the children throughout their day.
- To support the class in directed tasks within PPA time.

### **MAIN AREAS OF RESPONSIBILITY**

- To support the teacher by preparing and organising equipment and resources to ensure the efficient use of time and learning opportunities within the classroom.
- To work co-operatively with the class teacher to ensure the learning opportunities are fully understood by the children and the children's learning is supported.
- To keep records of activities of learning and contribute to the evaluations of the children's learning in the class assessment file.
- To discuss plans with the class teacher and ensure you understand the learning objectives you are presenting.
- To work with a larger group alongside a teacher on directed tasks to provide non-contact time for the class teacher during PPA time.
- To work on specific tasks with individual children who have special educational needs to work with their Support Plan, under the direction of the class teacher and the SENCO.
- To assist in creating displays and areas in the classroom to enrich the children's learning opportunities.
- To be aware of the general school environment and ensure it is maintained in good order.
- To assist at lunchtimes on designated days, and when the need arises through staff shortages, caring for the children, responding to their needs and keeping them safe. To help develop and promote play at lunchtimes and maximise learning opportunities when appropriate.
- To assist with playground duties as directed by the SLT.
- To attend weekly briefing meeting if possible, or ensure you have read the minutes and responded as necessary. All support staff are also welcome to attend curriculum staff

meeting and INSET days if they wish and would be interested but extra hours are not necessarily available.

- To participate in the school's Performance Management programme.
- To undertake professional development and training as identified through your Performance Management including first aid training.
- Be prepared to act as first aider in cases of minor injuries.
- To be aware of the School Health & Safety Policy and ensure you are aware of and undertake risk assessments in your designated teaching area.
- To respect the confidential nature of information you receive about children and their families and ensure this is only discussed in appropriate professional contexts, and shared with other professionals on a "need to know" basis.
- To be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop.

#### ADDITIONAL INFORMATION

Respect the confidential nature of information you receive about children and their families and ensure this is only discussed in appropriate professional contexts, and shared with other professionals on a "need to know" basis.

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the schools' policies and practices. All staff should make every effort to attend team meetings as required.

\*\* The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary. This post is a fixed term contract linked to a named pupil.