

**Job Description**

**POST TITLE: Early Years Practitioner**

**GRADE: H3**

To complement teachers’ delivery of the Early Years curriculum and contribute to the development of children and school policies and strategies.

To work collaboratively with teaching staff, leading whole classes with the assistance of support staff during the short-term absence of teachers.

To provide support for children, the teacher and the school in order to raise standards of achievement for all pupils (including vulnerable groups), by utilising advanced levels of knowledge and skills when planning, monitoring, assessing and managing classes, and to encourage children to become independent learners, to provide support for their welfare, and to support the inclusion of children in all aspects of school life.

**Main Duties:**

**Planning**

1. Plan and prepare activities in consultation with teachers/subject leaders.
2. Follow teachers’ plans, reading in advance and adapting according to children’s needs.
3. Develop and prepare resources for learning activities in accordance with lesson plans and in response to children’s needs.

**Teaching and Learning**

1. Within an agreed system of supervision and within a pre-determined lesson framework, oversee/teach whole classes with support.
2. Provide detailed verbal and written feedback to children.
3. Provide verbal and written feedback to teachers about children’s learning activities and behaviour.
4. Motivate and progress children’s learning by using clearly structured, interesting teaching and learning activities.
5. Support whole class teaching by delivering targeted interventions and assist pupils to access the full curriculum. Be familiar with lesson plans, provision map targets and learning intentions.
6. Promote and support the inclusion of all children, including those with specific needs, both in learning activities and within the classroom.
7. Use behaviour management strategies, in line with the school’s policy and procedures, to contribute to a purposeful learning environment and encourage children to interact and work co-operatively with others.
8. In accordance with arrangements made by the headteacher, progress children’s learning in a range of classroom settings, including working with individuals, small groups and whole classes where the assigned teacher is not present, in line with regulations and guidance under Section 133 of the Education Act 2002 and STPCD 2003.
9. Organise, set up and safely manage the appropriate learning environment and resources.
10. Promote and reinforce children’s self esteem and independence and employ strategies to recognise and reward achievement of self-reliance.

**Monitoring and Assessment**

1. With teachers, evaluate pupils’ progress through a range of assessment activities.
2. Assess children’s responses to learning tasks and where appropriate, modify methods to meet
3. individual and/or group needs.
4. Monitor children’s participation and progress and provide constructive feedback to pupils in relation to their progress and achievement.
5. Assist in maintaining and analysing records of pupils’ progress.
6. Contribute to programmes of observation and assessment as planned by the teacher and provide

evaluations and other information to assist in the provision of appropriate support for specific

children.

**Mentoring, Supervision and Development**

1. Support and guide other less experienced teaching assistants’ work in the classroom when required and support the training for other teaching assistants.

2. Contribute to the overall ethos, work, aims of the school by attending relevant meetings and

contributing to the development of policies and procedures within the school. Also participate in

staff meetings and training days/events as requested.

**Behavioural and Pastoral**

1. Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individual/s involved understand it is unacceptable.
2. Understand and implement school child protection procedures (including preventing radicalisation) and comply with legal responsibilities.
3. Assist in maintaining good discipline of pupils throughout the school and escort and supervise children on planned visits and journeys.
4. Provide support and assistance for children’s pastoral needs in line with the Home/School agreement concerning continence and, for example, caring for sick, injured or distressed children.
5. Provide physical support and maintain personal equipment used by the children at the school. Administer medication as agreed (in line with school policy).
6. Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child’s attendance, access and learning, and supporting home to school and community links.
7. Supervise children in the playground and promote positive play.
8. Assist teachers by receiving instructions directly from professional or specialist support staff involved in the children’s education.

**Other**

1. To promote the safeguarding of children.
2. To carry out the duties and responsibilities of the post, in accordance with the school’s Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
3. To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.
4. To have the flexibility to cover classes at short notice.
5. To attend CPD to ensure proficiency of teaching the curriculum as required

Signed:.......................................................................................................

Date:.......................................................................................................