



The Holy Family Catholic Primary School Job Description for Early Years Practitioner

Job Title: Early Years Practitioner

Contract: Full time

Salary Scale: H3-H4

Responsible to: The head teacher and governors

In Liaison with: Class teachers, SENDCO

Purpose of the Post

To provide support for our children in the EYFS, the teacher and the school in order to raise Standards of achievement for all children. To encourage children to become independent learners. To ensure their safety and welfare and support the inclusion of pupils in all aspects of school life.

- To work as part of a team of early years educators delivering the highest quality of care and education
- To contribute to the provision and maintenance of a healthy, stimulating, safe, enabling and aesthetically pleasing learning environment
- To develop and maintain professional links with parents, colleagues, carers and other agencies working with the school, the local community and the Local Authority.
- To contribute and plan for the preparation, delivery and evaluation of learning experiences, that will enhance children's physical, intellectual, emotional, social and moral development.

General Responsibilities

- To support individual children and groups, under the direction of the class teacher introducing activities and using a range of strategies to support all children in their learning.
- To help children to access the full EYFS curriculum, at the same time promoting independent learning both inside and outside as well self-reliance and interdependence.
- To observe pupils' performance and engagement, using the systems in place in the class to provide the teacher with feedback on pupil progress and learning.
- To contribute to the planning and evaluation of learning activities for individuals and groups.
- To liaise with and maintain effective working relationships with colleagues and parents and other professionals.
- To help prepare and maintain an engaging, purposeful, orderly and supportive environment for learning both inside and outside
- To provide care with regard to the physical welfare of pupils including self-care and other personal needs of children and implement related personal programmes.

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- To be responsible for planning an area or areas alongside teachers.
- To share responsibility for supporting children and parents during the periods of settling in and transition.

Job activities relevant to all EYFS staff

- To use a range of support methods and resources, including ICT, appropriate to the needs of individuals and groups, as directed by the class teacher or Senior Leadership Team (SLT)
- To support the organisation of the learning environment, including the production, maintenance and storage of resources.
- Meet regularly with the class teacher/SLT during contracted hours to discuss children's progress and to plan and review support.
- To attend meetings during contracted hours to discuss children's progress with parents and other professionals as well as EYFS team meetings.
- To contribute to discussions on making decisions and recommendations about practice, routines and organisation of space, to maximise learning opportunities of all children.
- To actively support the school's vision, values and ethos.
- To be familiar with, actively support and comply with all the school policies and procedures, Including Equal Opportunities, Health and Safety, Child Protection and Behaviour.
- To undertake all care tasks related to children's physical welfare in accordance with LA guidance and procedures.
- To accompany children and teachers on educational visits and trips during contracted hours.
- To undertake other similar duties commensurate with the grade, provided that such duties are within the competence of the post holder.
- To support the teacher in managing children's behaviour, reporting conflict and incidents in accordance with schools policies and procedures.

Personal responsibilities relevant to all support staff

- Respect the confidentiality of pupil information and respond sensitively to pupils' needs.
- Be aware of the particular learning and physical needs of the pupils you support.
- Actively participate in the school's performance management scheme, as specified in the school policy, meeting regularly with your line manager, in accordance with the scheme, ensuring that performance standards/targets are set and met within the agreed time scale.

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- Undertake other relevant and appropriate training during contracted hours, as identified with your line manager at a Performance Management Review.
- Within your contracted hours, attend staff meetings, as required.

Equalities

Be aware of and support difference and ensure that children and adults have equality of access to opportunities to learn and develop.

Person specification

- The ability to work as part of a team.
- The ability to communicate effectively with individuals and groups of children, teachers, parents and other members of staff.
- The ability to establish and maintain effective working relationships with teachers and other members of staff.
- The ability to accept guidance and direction from teachers.
- The ability to distinguish between the roles and responsibilities of Nursery Nurses, teaching assistants and the class teacher.
- The ability to support and record children's learning and development with confidence.
- Awareness of how children develop and learn from birth to 5 as well as the various factors that affect their learning.
- Awareness of the need to show respect and value pupils as individuals.
- An understanding of and commitment to inclusive education.
- A willingness to undertake paid training in normal contractual hours to develop job-related skills.
- A sympathetic approach to parents and an understanding of the need for confidentiality.
- The ability to adapt to differing environments within the EYFS and to the needs of different children.

Additional Selection criteria

- A minimum of GCSE in English and Maths grade A-C
- NNEB, NVQ ECE Level 3 in childcare or equivalent
- Additional life experience and skills to bring to the role

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- Good spoken and written English
- A positive attitude towards children and education
- The willingness to 'go the extra mile'
- The drive to take responsibility and show initiative
- A commitment to the school's vision, values and ethos.
- Previous experience in an early years setting
- Knowledge and understanding of recent developments in EY

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 classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of All Saint's Primary School's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form.