

## Job Description

<b>Job title</b>	<b>Early Years Practitioner</b>
<b>Pay Grade</b>	H4
<b>Purpose of the Role</b>	Under the direction of the Headteacher, or another designated teacher, to be responsible for the care and welfare of the pupils of Mary Exton School and to be part of the team in the education process.
<b>Responsibilities:</b>	<p><b>Teacher Support</b></p> <ul style="list-style-type: none"> <li>To provide a full range of stimulating activities for children as part of their physical, intellectual, emotional and social development.</li> <li>To encourage the development of language and speech and where ever possible giving additional assistance and support to those children with special needs.</li> <li>To take a wide interest in all subjects and develop a practical knowledge of a wide range of creative skills.</li> <li>To be actively involved in the discussion and development of school policies and practice.</li> <li>To help maintain stock and resources and see that it is kept clean, tidy and well stored.</li> <li>To provide PPA cover for Class Teacher with TA Support.</li> </ul> <p><b>The Curriculum</b></p> <ul style="list-style-type: none"> <li>To discuss with and assist all staff with planning and developing the school curriculum.</li> <li>To ensure proper development by adapting the provisions according to needs and to both observe and record the progress on the observation sheets.</li> <li>To prepare and participate actively in small group activities and lead some whole class activities.</li> <li>To participate in the provision of all areas of the curriculum including music, movement, craft, social training, etc.</li> <li>Where appropriate to assist other staff and professionals in devising individual pupils programmes involving basic self-care and cognitive skills.</li> <li>To maintain records of the children's developments and achievements.</li> <li>To attend staff meetings to assist in planning and to contribute to the overall policies of the school.</li> </ul> <p><b>Child Welfare</b></p> <ul style="list-style-type: none"> <li>To attend to the health, welfare and safety of the children at all times including during playground supervision and on outings.</li> <li>To care for and clean the equipment both indoors and out ensuring that any unsuitable equipment is withdrawn from use and notified to the Headteacher or teacher.</li> <li>To assist with the toileting and cleaning of incontinent children.</li> <li>To assist with snack provision for the children, ensuring that hygiene is maintained and self-help skills encouraged.</li> <li>To assist with the conduct and discipline of children at all times.</li> <li>To support and oversee students and voluntary helpers who form part of the "extended adult input" in the school.</li> <li>Where appropriate, help to undertake physiotherapy programmes devised by professionals and generally to attend to the physical welfare of the children.</li> <li>To dress minor wounds, deal with epileptic seizures, assist children with breathing difficulties and help to maintain formal records of such treatment, subject to suitable training and instruction being provided.</li> <li>To encourage and foster close relationships with children and their parents offering help and guidance where appropriate.</li> </ul>
<b>Knowledge</b>	NVQ level 3 (or equivalent) Basic knowledge of ICT Basic knowledge of Health, wellbeing and safety Awareness of keeping children safe Paediatric knowledge of First Aid Awareness of Data protection and confidentiality Understanding of the Schools ethos and values
<b>Competencies</b>	Communication (written and verbal) Problem Solving Team working Active Listening Motivation Resilience Sensitivity

*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 Hertfordshire County Council'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. If you are invited to an interview you will receive more information.*

*This role will be reviewed annually as part of the PM process.*

*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.*