

**Headteacher  
Mrs Elaine Close**



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Hertfordshire County Council

<http://www.stonehill.herts.sch.uk>

**Job Description: Early Years Practitioner**

**Pay grade: H3**

**Purpose of the role:** To work with children as part of an EYFS team and to support the provision of Early Years education and care

**Responsibilities:**

- Ensure standards are met at all times through engagement and implementation of play, care and learning activities; take responsibility for managing the provision of play, care and learning when required in the temporary absence of the teacher
- Assist in the development and regular review of policies and procedures to be followed
- Assess needs of children including emotional, developmental and social, to ensure that children have access to appropriate activities to support their physical, emotional, social and intellectual development
- Assist in the development and maintenance of appropriate planning, observation and assessment procedures
- Where appropriate, produce individual development plans, including for SEN children
- Ensure personal compliance, and that of others, with policies and procedures relating to child protection, health, safety security and confidentiality

**Individuals in this role may also undertake some or all of the following:**

- Support preparation for Ofsted inspections and action any recommendations that may result from inspection
- Undertake ad hoc and regular PPA cover
- Undertake home visits with the class teacher

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.

**Job Context:**

- Ensure compliance with policies and procedures relating to child protection, health, safety and confidentiality; provide advice and guidance on operation of Early Years policy and procedures
- Communication with Early Years pupils to encourage social, educational and physical development and acceptable behaviour; exchange of information with other staff, parents/carers



### **Knowledge, Skills & Abilities:**

- Completed a common core programme of induction for working with children
- Working at National Occupational Standards (NOS) for skills for children's care, learning and development Level 3 and knowledge/skills equivalent to current national qualifications level 3 plus supervisory experience
- Requires knowledge of policy and procedures for supporting the provision of play, care and learning

### **Supervision:**

- Prepare and deliver learning, assess records and reports on development, progress and attainment, resolving most problems independently

### **Problems, Demands & Decisions:**

- Working with individuals or small groups of children where work is regularly interrupted, although this does not normally require switching from one activity to another
- Occasionally exposed to emotionally demanding behaviours and situations as a result of attending to children's personal needs and assisting with behaviour management; this will include child protection disclosures.
- Contributes to planning and development of learning activities with other Early Years staff; responds to a range of practical problems

### **Dimensions:**

- Maintenance and updating of pupil records

### **Physical Effort:**

- Requires normal physical effort, with a mixture of sitting, walking and carrying minor loads with short periods of greater physical effort, such as lifting pupils where necessary
- Assembly and clearing away of equipment

### **Working Environment:**

- Work is normally carried out in a nursery or reception classroom, where there is regular exposure to noise or other unpleasant conditions, such as nappy changing

*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 & Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.*

