

Job details

Job title: Early Years Practitioner

Salary: See Trust Pay Policy

Hours: 32.5 per week

Contract type: Permanent

Reporting to: Nursery Manager

Purpose of the role:

To work as a key person and as part of the Early Years Team under the direction of the Nursery Manager and school Senior Leadership Team, to provide a safe, stimulating and high-quality education and care to young children.

Duties and responsibilities

- To act as key person to a small group of children, liaising closely with parents to foster positive relationships and good communication, ensuring each child's needs are recognised and met.
- To observe, assess and plan next steps for key children's learning and development ensuring progress in all curriculum areas.
- Undertake and complete two-year old checks and progress checks.
- Keep up to date learning journeys of development for key children in Tapestry.
- To advise the Nursery Manager or a school DSL of any concerns regarding safeguarding of children, equipment and safety, preserving confidentiality.
- To provide care and nurture to the children to ensure the high standards of wellbeing are met.
- To attend team meetings, planning meetings, in service training days.
- To be responsible for: preparing and serving snack, teaching in small guided key group times, reading stories, games, circle times, changing clothes and nappies, daily risk assessment, setting up the inside and outside learning areas for the daily activities, cleaning and tidying throughout the day and at the end of session.
- To liaise with the SENCo.
- Administer paediatric first aid.

Other areas of responsibility

Safeguarding

- Promote and work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Working Together to Safeguard Children, Prevent) and our safeguarding and child protection policies
- Work with the DSL to promote the best interests of pupils, including sharing concerns where necessary
- To safeguard and promote the welfare of children and young people and follow school policies, including the staff code of conduct.

Health, safety and discipline

- Promote the safety and wellbeing of children
- Maintain good order and discipline among children, managing behaviour effectively and in accordance with the school's policy, to ensure a good and safe learning environment

Professional development

- Engage fully in our Trust's professional growth process to fulfil potential and be able to participate effectively in the implementation of our Big Moves
- Take part in further training and development, including coaching, to improve own pedagogical and curriculum knowledge. You will participate in in events and less formal networking and support opportunities at and with other Inspire Learning Partnership settings

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the post holder will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Inspire Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We ensure that all our employment practices reflect this commitment.

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: 05/09/2024

Next review date: August 2025

Principal's signature:

Date:

Postholder's signature:

Person specification

CRITERIA

QUALITIES

Qualifications and training	<ul style="list-style-type: none"> • Hold a nationally recognised Level 3 qualification for working with children aged 3 to 5 years. • Must hold a Level 2 English qualification and have evidence of this • Must have Paediatric First Aid training, in date and have evidence of this. • Hold a Level 2 Maths qualification - desirable
Experience	<ul style="list-style-type: none"> • Have experience of working in an Early Years environment
Skills and knowledge	<p>The EYP must know and understand how:</p> <ul style="list-style-type: none"> • young children learn • to make accurate use of assessment • to develop effective and informed practice • to safeguard and promote the health, safety and welfare of children • to work in partnership with the key person, colleagues, parents and/or carers or other professionals • children learn to read using a systematic phonics approach • Know and understand the Early Years Framework
Character	<ul style="list-style-type: none"> • Commitment to promoting our ethos and values and getting the best outcomes for all pupils • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school • Ability to work under pressure and to prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Embraces change well • Able to work on own initiative and as part of a team. • Commitment to improving own practice through training, reading and discussion