

JOB DESCRIPTION

Job Title	EYFS Practitioner- Level 2	Department	St Johns CE Academy
Reports To:	Nursery Lead	Grade	Grade 4.4 £23,114.00 Pro rata £17,429.21
Responsible For:	N/A	Job Type:	Permanent
Hours	8.30-3.30 (32.5 hours)	Weeks per year	38 weeks per year plus 5 days

MAIN PURPOSE AND SCOPE OF THE JOB

To assist nursery staff, as part of a professional team, in working with children on their education and social development and provide a high quality of care.

DUTIES AND KEY RESPONSIBILITIES

Key Tasks:

1. Work with individuals or small groups of children, under direction
2. Support behaviour management and development
3. Establish and build positive relationships with parents / carers
4. Contribute to the planning and development of learning activities
5. Contribute to the development of individual development plans (such as Individual educational plans) for children with special educational needs
6. Work with external agencies
7. Contribute to observation and assessment procedures
8. Update children's records.
9. Set up and clear away displays and activities, including ensuring that the materials and equipment are safe and clean

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

1. To share responsibility for care including feeding children, changing their clothes and taking them to the toilet as necessary.
2. To support children with special needs as required.
3. To administer First Aid as appropriate.
4. Through regular supervision and performance reviews, identify and undertake appropriate training and professional development opportunities that ensure the necessary skills, knowledge and understanding are kept up to date.

GENERAL RESPONSIBILITIES

- Being aware of and complying with policies and procedures relating to child protection, Health & Safety and security, confidentiality and data protection, reporting all concerns to the Head of School
- Ensuring compliance with the Trust's Equal Opportunities and Equalities Policies and taking an active role in promoting equality and diversity.
- Promoting the Trust's policies on behaviour for learning, and demonstrating a commitment to providing a caring and stimulating environment and improving standards for all pupils within Trust.
- Undertaking such other duties as reasonably correspond to the general character of the post
- Whilst every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is illustrative and may be amended in discussion between the post holder and their manager.

The Vale Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

PERSON SPECIFICATION & SELECTION CRITERIA

Specification (Job Related)	Essential	Desirable
<p>Education, Qualifications and Professional Development</p>	<p>Working at national occupational standards (NOS) for skills for Children's Care, Learning and Development or STL and qualifications based on these at National Qualification Level 2</p> <p>A willingness to obtain further qualifications or undertake relevant training.</p>	<ul style="list-style-type: none"> • First Aid Training • Food Hygiene Training • Child Protection Training
<p>KNOWLEDGE</p>	<p>Demonstrate knowledge and application of literacy and numeracy and the ability to communicate clearly and accurately in spoken and written standard English language</p> <p>Ability to deliver and monitor children's learning and development according to their individual needs and achievements</p> <p>A good knowledge and understanding of EYFS curriculum framework.</p> <p>Sound understanding of child development and of children's needs and current legislation relevant to the Early Years.</p>	

EXPERIENCE	<p>Experience of working in a nursery setting or other suitable experience.</p> <p>Communication with families/carers</p> <p>Experience of working within a team</p>	<p>Experience of implementing an Early Years curriculum, taking into account the SEND Code of Practice, child protection procedures, religious and cultural diversity and equal opportunities considerations.</p> <p>Communication with outside agencies</p> <p>Experience using Tapestry</p> <p>Ability to use ICT equipment appropriately</p>
SKILLS	<p>Caring attitude and a friendly, flexible approach</p> <p>Able to work on own initiative and influence good practice through own example</p> <p>Ability to foster strong working relationships with staff, volunteers and other professionals</p> <p>Strong time management skills and ability to prioritise workload.</p>	
Equal Opportunities:	<p>Commitment to working in an anti-discriminatory manner with an outlook of equality of opportunity for all</p>	