

JOB DESCRIPTION

Job Title	EYFS Practitioner- Level 3	Department	St Johns CE Academy
Reports To:	Nursery Lead	Grade	Grade 6.8 £24,702.00 Pro rata £18,626.64
Responsible For:	N/A	Job Type:	Permanent
Hours	8.30-3.30	Weeks per year	39 weeks Term Time Only

MAIN PURPOSE AND SCOPE OF THE JOB

To work with children, as part of a professional team and to support the provision of Early Years education and care

DUTIES AND KEY RESPONSIBILITIES

Key Tasks:

1. Support and engage in the delivery of play, care and learning activities.
2. Ensure standards are met at all times and assist in the development and regular review of policies and procedures to be followed
3. Ensure that children have access to appropriate activities to support their physical, emotional, social and intellectual development
4. To be a key worker for a group of children, recording and observations, keeping up to date profiles of the children's development and progress working in partnership with parents, schools, and other team members.
5. Assist in the development and maintenance of appropriate planning, observation and assessment procedures
6. Assess needs of children including emotional, developmental and social. Produce individual development plans including for SEN children
7. Ensure compliance 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:

1. Support preparation for OFSTED inspections and action any recommendations that may result from inspection
2. Demonstrate duties to apprentices
3. Undertake accompanied home visits.

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 and to administer medication when necessary, in accordance with Trust policies.
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
Education, Qualifications and Professional Development	<p>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</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
KNOWLEDGE	<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 plan, deliver and monitor children’s learning and development according to their individual needs and achievements</p> <p>A good, sound 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>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 families/carers</p> <p>Experience of working within a team</p>	<p>Experience of home visits</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:	Commitment to working in an anti-discriminatory manner with an outlook of equality of opportunity for al	
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