

Job Title:	Early Years Practitioner	Job Category:	Support
Department/Group:	Early Years	Job Code/ Req#:	EYP1
Location:	All EY settings at the Academy	Travel Required:	No
Level/Salary Range:	2A 3-4	Position Type:	Perm
Reports to:	Room Lead	Weeks per year:	39.8

Job Purpose

Early Years Practitioners are responsible for planning and implementing programs to teach young children across the Academy early years settings. They must ensure the development and safety of these children in accordance with relevant legislation and policies.

Early Years Practitioners will be respectful of children and parents, and ensure that equipment and facilities are clean, safe and well maintained. Failure to provide adequate services may place children at risk.

Job Description

Role and Responsibilities

Main Activities

- Plan and implement culturally appropriate activities that meet the physical, emotional, intellectual and social needs of children.
- Provide nutritious snacks.
- Provide clean, well maintained and safe equipment and activities at all times
- To act as a key person to a group of children, liaising closely with the parent/carers and ensuring each individual child's needs are recognised, met and extended
- To participate and help with the drawing up of daily, weekly and monthly programmes of activities and events in accordance with desirable learning outcomes as defined by the EYFS and to monitor the effectiveness of the Early Years Curriculum
- To attend in-service training courses, training meetings and staff meetings as required and to read all relevant literature in order to keep up to date with childcare/early years legislation, particularly the OFSTED and child protection requirements.
- To ensure records are properly maintained, such as daily attendance register and accident and incident books.
- To change the nappies of smaller children and potentially administer first aid as required.
- Establish and implement policies and procedures including acceptable disciplinary and behavioural policies.
- Be familiar with emergency procedures.

Supervise children in the Early Years

- Ensure children are supervised at all times.
- Provide various experiences and activities for children including songs, games and story telling.
- Establish positive routines and guidance to build children's esteem and comfort them as appropriate.
- Provide a consistently safe and secure environment for children to feel comfortable.
- Implement positive discipline when required.
- Clearly and effectively communicate in a manner that children understand.
- Observe children and make note of progress.
- Integrate special needs children in a positive and respectful manner.
- To actively encourage children's progress in all areas of development, types and stages of play, by interaction and extension of play activities.

Communicate with parents, members of the community and members of the team

- Discuss children's development, identified problems and needs with parents and professionals as appropriate.
- Communicate effectively with all members of the team, when appropriate.
- Participate in community activities.
- To ensure that any information received concerning the children, their families or other staff is kept confidential at all times.

Maintain programme administration

- Keep parents informed of programme expectations, programme activities and their child's progress.
- Develop and maintain current, accurate and confidential client files and daily activity plans.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Qualifications and Education Requirements	
Essential	Desired
<ul style="list-style-type: none"> NVQ Level 2 or above 	<ul style="list-style-type: none">
Experience	
Essential	Desired
<ul style="list-style-type: none"> Experience as an Early Years Assistant or equivalent Working knowledge of the EYFS and OFSTED requirements for the specified age range The desire to 'make a difference' in the lives of our children and young people The ability to work under pressure and meet challenging deadlines whilst reacting sensitively and calmly in a crisis Energy, enthusiasm, reliability, integrity and a sense of humour A reflective practitioner with the ability to correctly assess – 'Where we are, where we want to go, and how we're going to get there'. High expectations of pupil attainment, personal development and conduct Commitment to high standards and continuing improvement through innovation A commitment to the development of cross curricular and transferable skills in our children and young people A good understanding and commitment to equality and the principles and practice of inclusion. Evidence of ability to make improvements that lead to positive outcomes for children. A clear understanding of the process of self evaluation and improvement Experience of using ICT as an assessment tool A solution focussed attitude based on a flexible and adaptable approach 	<ul style="list-style-type: none"> Experience of being a key person for a group of children Has articulated a vision to a wider audience such as parents

Knowledge & Skills			
Essential		Desired	
<ul style="list-style-type: none"> • A commitment to the importance of early years. • Ensure the delivery of creative play opportunities in a safe and caring environment for all children and supporting the staff to do so. • Provide safe, creative, appropriate opportunities, preparing activities, and organising the programme. • Work inside and outside in all weather conditions. 			
Reviewed By:	S Spruth	Date:	May 2023
Approved By:	M Steer	Date:	
Last Updated By:	S Spruth	Date:	May 2023