

Hillside Primary School

Early Years Practitioner

Job/Person Description



Job Purpose

- To work under the guidance of the Class teacher to support teaching and learning in the classroom
- To provide general support to the Class teacher in the management and organisation of the pupils and the area
- To assist the Teacher in creating and maintaining a purposeful, orderly and supportive learning environment
- To promote the inclusion of all pupils ensuring they have equal access to opportunities to learn and develop
- To be responsible for promoting and safeguarding the welfare of children and young people within the school

Professional Standards

- Being part of an uncompromising highly successful team which drive to improve and maintain highest levels of achievement for all children.

Main duties and responsibilities

- To attend to the personal care needs of pupils. This may include toileting, other hygiene needs, help with dressing and promote independence.
- Liaise and communicate effectively with colleagues and demonstrate good organisational skills.
- To promote and support the inclusion of all pupils in the learning activities in which they are involved.
- To implement behaviour management strategies and promote positive behaviour in pupils through high expectations, de-escalation strategies and modelling appropriate behaviour. Report any concerns to the appropriate team member.
- To work collaboratively with colleagues as part of a professional team.
- To assist in the general efficient operation of the classroom, including undertaking any tasks within your job description as requested by Teachers.
- To attend TA meetings, participate in appraisal arrangements and undertake training and development opportunities.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
- To undertake and contribute to the risk assessment of the environment and activities, ensuring that pupils and staff are safe. To ensure you have up to date Safeguarding training.
- To maintain an up-to-date knowledge of school policies and working practices.
- To efficiently prepare, maintain and use classroom teaching materials and equipment.

To set up and maintain learning environments for the children, which may include laptops, tablets, lesson resources, displays as well as the sensory rooms.

To have high expectations of pupils' behaviour.

To develop your knowledge of the curriculum, and contribute ideas to develop pupils learning and skills.

To support the teaching of all curriculum areas as required and agreed with the teacher.

To plan and support play opportunities inside and out as requested.

To make a commitment to your own professional development by reflecting and developing own practice.

To undertake tasks of a similar nature and level, as directed by the Phase Leader or Headteacher.

Skills and Qualifications

NVQ or relevant qualification/experience in Early Years

Knowledge of the Early Years curriculum

Knowledge of the standard of work expected from pupils

Excellent communication skills and interpersonal skills

Ability to work within a team working environment and also able to work independently

Confidentiality at all times

An ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary.

Knowledge of Read, Write inc. advantageous but not essential

Personal Qualities

A desire to work in Early Years

Calm under pressure, adaptable and energetic

A caring and positive attitude

A good listener and sensitive to pupils' needs

A sense of responsibility

Positive behaviour management

A good sense of humour

Flexibility and use of initiative is very important