



St Dominic Catholic Primary School

"If we live by truth and in love, we shall grow in Christ"



Title of post:	Early Years Practitioner
Accountable and responsible to:	Headteacher
Grade/scale	H7, points 19-23, pro rata to working hours
Actual Salary	£16,160 - £17,329
Number of weeks	Term Time 39 weeks (38 weeks plus 5 INSET days)
Working pattern	22 hours per week, Monday to Friday

Main purpose

To lead a professional team working with children on education and social development and to develop and improve practice to raise the standards of Early Years provision.

Key responsibilities

1. Be responsible for working with groups of children leading and managing play, care and learning.
2. Develop, introduce, lead and supervise education and social development work.
3. Develop policies and procedures relating to early years provision.
4. Plan medium term educational programmes for a range of abilities.
5. Assess, record and report on development, progress and attainment.
6. Act as a team leader.
7. Share knowledge and understanding of early years practices to help other colleagues to develop and improve their practice.
8. Liaise with parents, carers and other agencies.

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

1. Manage the Nursery Class team.
2. Responsible for selecting and ordering equipment and resources within a budget.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Job Context

- Ensures the operation of the early years setting according to the statutory framework. This includes adaptation of policies and procedures to meet operational demands.
- Develops suitable activities for individual and groups of early year's pupils; requires creative thinking to deal with complex issues and to develop policies and procedures relating to early years provision; plans educational programmes for a range of abilities over the school year.

Knowledge, Skills & Abilities

- Achieved Early Years Professional Status.
- Working at national occupational standards (NOS) at level 6.
- Requires specialist knowledge of child development and of techniques, policies and procedures for developing and leading suitable activities for early year's pupils.

Supervision

- Leads in implementing programmes; assesses records and reports on development, progress and attainment. Works with external agencies to resolve the most complex problems.
- Manage a team of early years staff.

Problems, Demands & Decisions

- Leads in implementing programmes; assesses records and reports on development, progress and attainment. Works with external agencies to resolve the most complex problems. • Develops suitable activities for individual and groups of early year's pupils; requires creative thinking to deal with complex issues and to develop policies and procedures relating to early years provision; plans educational programmes for a range of abilities over the school year.
- Takes responsibility for identifying educational needs and planning and developing learning programmes for children.
- Occasionally exposed to emotionally demanding behaviours and situations as a result of attending to children's personal needs and assisting with behaviour management. This will include child protection disclosures.

Dimensions

- Limited responsibility for finance
- 5 or 6 staff at most reporting to this role, typically of a H2-H3 level
- Responsible for selecting and/or ordering equipment, also for the maintenance and updating of pupil records.

Physical Effort

- Requires normal physical effort, with a mixture of sitting, walking and carrying minor loads with short periods of greater physical effort, such as lifting pupils where necessary.
- Assembly and clearing away of equipment

Working Environment

Work is normally carried out in a nursery or reception setting, where there is regular exposure to noise or other unpleasant conditions such as nappy changing

St Dominic Catholic Primary School and All Saints Catholic Academy Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

