



**St Peter's CofE (VA) Primary School**

**JOB DESCRIPTION – Early Years Practitioner**

**Purpose of Post**

- 1 To provide a high standard of physical, emotional, social and intellectual care for children placed in our 2-year-old provision
- 2 To give support to other personnel within the Early Years Foundation Stage
- 3 To implement the daily routine
- 4 To work within the school's policy and procedures
- 5 To implement our approach to the curriculum

**Key Areas**

- Work with children
- teamwork
- Liaise with Parents/carers

**Responsible to**

Assistant head and lead teacher for Tas

**Duties and Responsibilities**

- 1 Operate a program of activities suitable to the age range of children in your area in conjunction with other staff
- 2 To keep a proper record of achievement file on your key children, for parents/carers
- 3 Work with parents/carers of special needs children to give full integration in the Foundation Stage
- 4 Support all staff and engage in a good staff team

- 5 Liaise with and support parents/carers and other family members
- 6 To be involved in out of working hours activities, e.g. training, staff meetings, fundraising events
- 7 To be flexible within working practices of the 2-year-old provision. Be prepared to help where needed, including to undertake certain domestic jobs within the Nursery, e.g. preparation of snack meals, cleansing of equipment etc.
- 8 Work alongside the staff team to ensure that the EYFS philosophy is fulfilled
- 9 Recording accidents in the accident book. Ensure the school office has been informed and that the parent receives it
- 10 Look upon the Foundation Stage as a "whole" where can your help be most utilised, be constantly aware of the needs of children
- 11 Ensure child is collected by someone known to the school
- 12 To respect the confidentiality of information received
- 13 To develop your role within the team especially with regard as a key worker
- 14 Specific Child Care Tasks:
  - The preparation and completion of activities to suit the child's stage of development
  - To ensure that mealtimes are a time of pleasant social sharing
  - Washing and changing children as required
  - Providing comfort and warmth to an ill child
- 15 To ensure the Nursery of a high-quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development
- 16 To be aware of the high profile of the school and to uphold its ethos and standards at all times
- 17 To actively promote and support the safeguarding of children and young people in the workplace, ensuring the school policies and procedures are observed at all times