

Knebworth Primary & Nursery School

Headteacher: Miss S Bains

Job Description: Early Years Practitioner

Reports to: Headteacher/Early Years Lead

Salary Range: H1 -3 *depending on experience and qualifications*

Responsible to: Class Teacher

Purpose of the Role

- To provide a high standard of physical, emotional, social and intellectual care for children in EYFS.
- To work as part of a team in order to provide an enabling environment in which all individual children can play, develop and learn.
- To build and maintain strong partnership working with staff, parents and other external practitioners to enable children's needs to be met.

Main Duties

- To provide a safe, caring, stimulating educational environment, both indoors and outdoors, at all times.
- To effectively deliver the EYFS ensuring that the individual needs and interest of children in the setting are met (in conjunction with other team members)
- To keep records of children's development and learning journeys and share with parents, carers and other key adults in the child's life.
- To support all staff and engage in a good staff team.
- To develop and maintain strong partnerships and communication with parents/carers to facilitate day-to-day caring and early learning needs.
- To ensure the provision of a high-quality environment to meet the needs of individual children having an awareness of any disabilities, family cultures and medical histories.
- To advise EYFS Lead of any concerns, e.g. over children, parents, the safety of the environment, preserving confidentiality as necessary.
- To be involved in out of working hours activities, e.g. training,
- To be flexible within working practices of the setting, undertaking other responsible duties where needed, such as domestic tasks, preparation of snack meals, cleansing of equipment, etc.
- To read, understand and adhere to all schools' policies and procedures
- To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job.
- To ensure good standards of safety, hygiene and cleanliness are maintained at all times.

Equality

- Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop in line with school policy

Health & Safety

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person in line with school policy

Additional Information

The jobholder is required to contribute to and support the overall aims and ethos of the school.

All staff are required to participate in training and other learning activities, and in performance appraisal and development, as required by the school's policies and practice.

The specific duties attached to any individual staff member are subject to annual review and may, after discussion with the staff member, be changed.





This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form.

This role will be reviewed annually as part of the Performance Appraisal process.

Signed: _____

Name: _____

Date: _____

