St Philip Howard Catholic Primary School

# Job Description

**POST DESIGNATION:** Early Years Practitioner Level 3

**RESPONSIBLE TO** Headteacher

**GRADE:** H3 / H4

**PAID HOURS/WEEKS:** 31.25 Hours per week Term Time only

**JOB PURPOSE:**

* To work within the ethos of St Philip Howard Catholic Primary School and provide a warm, welcoming, and stimulating environment, where children and families feel valued.
* With the guidance of senior staff to ensure the well-being, care of all young children and support their access to learning (including those with special needs).
* To meet the individual children’s needs, through play and learning opportunities and general care.

# Support of Children:

* 1. To supervise the children in an inclusive manner, ensuring their safety and access to learning activities. To provide a range of play and learning opportunities and general care that reflects the child’s individual ability.
  2. To provide a range of learning opportunities and general care that reflects the child’s individual ability.
  3. To nurture positive relationships with children ensuring their emotional well-being and promoting their confidence and self-esteem.
  4. To share responsibility with colleagues for creating a provision in which all children can interact and develop fully, intellectually, physically, socially and creatively through play.
  5. To provide learning experiences that challenge and enable young children to grow in confidence and independence within a stimulating environment.
  6. To take responsibility for the observation, assessment, monitoring, and record keeping of children’s learning and development using a variety of methods, to inform planning.

# Support for the Senior Management Team

* 1. To work with senior staff in creating and maintaining a purposeful and organised environment that supports the delivery of play and learning opportunities.
  2. To monitor children’s achievements and identify any difficulties.
  3. To ensure that practice complies with the school’s policies and procedures.
  4. To develop learning opportunities and implement these to meet the differentiated learning needs of individual children as outlined in EYFS.
  5. To support home-visits to meet children and their families

# Support for Early Years Foundation Stage:

* 1. With guidance from senior staff to provide learning activities within the guidelines of the EYFS.
  2. With guidance from senior staff to plan, prepare and deliver an Early Years Curriculum for young children.
  3. To support the use of a variety of equipment for learning activities, including ICT.

# Support for the Parents/Carers:

* 1. To ensure a warm and welcoming approach to parents/carers, which encourages their participation and involvement in the School.
  2. To develop positive relationships with parents/carers, and be sensitive to their needs.
  3. To support parents/carers to develop their understanding of how their child learns.
  4. To be sensitive to the individual needs of parents/carers

# Support for the School:

* 1. To have a sound knowledge of and comply with the policies and procedures relating to safe guarding, health and safety, security, confidentiality and data protection; reporting all concerns to the appropriate person.
  2. To understand and promote inclusion and equality policies and procedures.
  3. Where appropriate, to support and work with other professionals.
  4. To attend relevant meetings as requested by the senior staff or Head Teacher.
  5. To undertake appropriate training opportunities and professional development in order to maintain a high quality provision.

# Arrangements for the Supervision and Professional Development of the Postholder:

* 1. Through regular supervision and staff development, identify and undertake appropriate training and professional development opportunities that ensure the necessary skills, knowledge and understanding are kept up to date

# General:

* 1. To undertake such other duties, which may reasonably be regarded as within the nature of the duties/responsibilities and grade of the post.
  2. The postholder must undertake their duties in a way that secures positive action in respect of equal opportunities and a multi-cultural approach.

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| **St Philip Howard Catholic Primary School**  **Person Specification**  **Early Years Practitioner Level 3** | |  | |
| **FACTORS** | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| **QUALIFICATION** | * NVQ Level 3 or equivalent in Childcare and Education | * First Aid * Safeguarding * Forest School * Paediatric first aid | Application Form  Certificates |
| **TRAINING** | * Commitment to undertake professional & personal development & training | * Relevant up to date training & experiences to support the role | Application Form  Interview |
| **EXPERIENCE** | * Experience working with children under 5 within an early years setting | * Ability to use ICT equipment appropriately | Application Form  Interview |
|  | * Understanding of SEN and how SEN children can be supported | References |
|  | * Communication with families/carers in a supportive role |  |
|  | * Experience of working within a team |  |
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| **KNOWLEDGE & SKILLS** | * Demonstrate knowledge and application of literacy and numeracy and the ability to communicate clearly and accurately in spoken and written standard English language * Sound knowledge of child development and the needs of young children. | * Knowledge of a range of approaches to early years teaching and learning | Application Form Interview |

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|  | * Awareness of how adverse childhood experiences can impact on a child’s development * Ability to plan, deliver and monitor children’s learning and development according to their individual needs and achievements * Good working knowledge of EYFS Curriculum * Support a curriculum approach that puts wellbeing at the centre of it. * To be reflective in practice * A positive approach to inclusive practice |  |  |

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| **INTERESTS & MOTIVATION RELEVANT TO THE POST** | * Display high levels of empathy through a non-judgemental approach when working with children, colleagues, parents * and carers |  | Interview |
|  | * Ability to work independently as well as within a team structure | Application Form Interview |
|  | * Must be highly motivated and enthusiastic, with a flexible and supportive approach to working with children | Application Form Interview |
|  | * A commitment to quality in all areas and ability to use initiative to enhance position * Commitment to working in an anti- discriminatory manner with an outlook of equality of opportunity for all | Application Form Interview |
|  | * Commitment to implementing policies and procedures |  |