

HERTFORDSHIRE COUNTY COUNCIL

TITLE OF JOB : **EARLY YEARS PRACTITIONER**
LOCATION : **BATFORD NURSERY SCHOOL** **GRADE: H4**

1. JOB OUTLINE

1 a) MAIN PURPOSE OF JOB

- To work as part of a team under the direction of the Headteacher or another designated teacher to deliver the appropriate early years curriculum and to provide the highest quality experiences for children in accordance with the school's aims and policies.

1 b) DUTIES

- To implement the curriculum through the provision of appropriate activities, ensuring that they take into account the individual needs of each child.
- To foster the physical, social, emotional and intellectual development of all children who attend the school.
- To provide a comfortable, safe, stimulating and aesthetically pleasing environment which shows consideration for families' ethnic, cultural and linguistic backgrounds and for children's gender.
- To take responsibility for a group of children, to take sole responsibility for children inside and out at the direction of the teacher and to ensure the safety and welfare of all children on site.
- To ensure that parents, carers and appropriate professionals are welcomed, involved and regularly informed of children's progress and well-being.
- To work in partnership with parents, including daily informal contact, liaising with parents of children who may have a special need and attending termly consultation and open evenings as required by the Headteacher
- To work with colleagues and other professionals in order to plan for and assess the progress of children including attending one hour staff meetings outside school hours and other meetings where appropriate.
- To observe, assess and record allocated children's progress in line with school policies.
- To ensure high standards in the presentation of children's work and the setting up of displays and to contribute to the provision of a high quality environment, including taking responsibility for the care of specific areas of the school.
- To keep up to date with current thinking by attending courses, undertaking training, reading relevant publications, documents etc. and to take part in the annual performance review conducted by the Headteacher or a designated teacher.
- To be involved in the provision of lunchtime supervision of children as required by the Headteacher.

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

1 c) EQUALITIES

- Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop in accordance with the school's equalities policies.

1 d) HEALTH AND 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 the appropriate person.

1 e) CONDUCT

- Staff will be expected to sign and comply with a code of professional conduct, which includes an acceptable use agreement for ICT and social media

1 f) CRIMINAL RECORDS BUREAU

- 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. The job holder is required to undergo an enhanced Disclosure and Barring Service check.

2. SUPERVISION

- The jobholder is supervised by a teacher.

3. JOB CONTEXT

The school is open from 8.30am to 3.30pm for 5 days a week during Hertfordshire term times. Batford Day Care operates from the same site and is open from 7.30am to 6pm each weekday, providing day care for children from 0-3 and wraparound care for Batford Nursery School pupils

Staff need to be flexible in order to ensure that appropriate staffing levels and expertise are maintained throughout the school's opening periods.

4. CONTACTS

- Parents and carers
- Social care professionals
- Health care professionals
- Education professionals

5. KNOWLEDGE, EXPERIENCE AND TRAINING

The job holder should demonstrate the following:

- The ability to work on own initiative and as part of a team.
- Commitment to provide high quality care and education to young children.
- Understanding of the Early Years Foundation Stage framework.
- The ability to write reports that will be helpful and informative to parents, carers and professional staff.
- A recognised child care qualification equivalent to NVQ level 3.
- The willingness to gain first aid and food hygiene certificates.

6. PHYSICAL EFFORT

- Working as part of a team within the school setting and with young children is physically and mentally demanding and the job holder is required to demonstrate the appropriate level of energy and fitness.

7. WORKING ENVIRONMENT

- There is a need, occasionally, to wipe up blood or other bodily fluids. All staff must be willing to undertake this duty should the need arise in the interest of maintaining a safe environment. Appropriate protective wear will be made available.