

Mill Mead Primary School



Early Years Practitioner Job Description

Grade: H2 - H3

Job Description Reviewed: June 2022

Main purpose

To work with children, as part of an EYFS team, on education and social development and to provide a high quality of care.

Key responsibilities

1. To ensure safeguarding policies and procedures are followed at all times, understanding that safeguarding is the responsibility of all staff within the setting. This includes the responsibility to use the whistleblowing policy in relation to the conduct of another member of staff where they identify a safeguarding risk.
2. Work with individuals or small groups of children, under direction by a qualified teacher. Implementing effective observation and assessment procedures in line with school policies, Development Matters and the EYFS Framework.
3. Support behaviour management and development and adhere to the school's Positive Behaviour Policy at all times.
4. Establish and build positive relationships with parents / carers.
5. Contribute to the planning and development of learning activities.
6. Contribute to the development of individual development plans (such as plan, do , review cycles or behaviour plans) for children with special educational or behavioural needs.
7. Work with external agencies.
8. Update children's records, where relevant.
9. Set up and clear away displays and activities, including ensuring that the materials and equipment are safe and clean.
10. Attend to children's personal needs.

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

1. Have key worker responsibilities for particular children.
2. Demonstrate duties to apprentices and /or mentor new staff.
3. Undertake accompanied home visits.

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

- The headteacher and site manager have responsibility in the school for the smooth running of the premises. The school site is used extensively, both for curriculum activities and for community purposes by external hirers. The school is potentially available for approved activities throughout the year (7 days a week, 52 weeks a year).

- The site manager is primarily tasked with ensuring the site is clean, presentable, safe and secure for all those that use it in any capacity. However, the post holder is responsible for identifying any risks as they occur and taking swift and appropriate action to remove these risks and notify a member of SLT of their presence.
- Regular contact with other site and facilities staff, teaching staff, senior leadership team, external contractors (orally and in writing); advisory and training in relation to cleaning and other facilities staff for both development and on boarding.

Knowledge, Skills & Abilities

- Completed a common core programme of induction for working with children.
- Working at national occupational standards (NOS) for skills for Children's Care, Learning and Development or STL and qualifications based on these at National Qualification Level 2
- Requires knowledge of procedures for supporting learning and play activities, including adapting activities to suit needs of early year's pupils.

Supervision

- Works under the direction of a teacher/l. Makes decisions about own work supporting children; more complex decisions are referred to senior staff.
- May demonstrate own duties to new or less experienced staff.

Problems, Demands & Decisions

- Resolves problems in relation to learning and play activities. Contributes to development of learning activities to suit needs of individual and groups of children.
- Working with individuals or small groups of children where work is regularly interrupted, although this does not normally require switching from one activity to another.
- Occasionally exposed to emotionally demanding behaviours and situations as a result of attending to children's personal needs and assisting with behaviour management.
- Works under the direction of a teacher/ early years professional. Makes decisions about own work supporting children; more complex decisions are referred to senior staff.

Dimensions

- No responsibility for finance.
- Responsible for the careful and safe use and cleanliness of equipment and consumables. Also, for recording activities and for the maintenance and updating of confidential pupil records.
- Assembly and clearing away of equipment including the setting up of all areas both inside and outside the setting under the direction of their class teacher.

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 children 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.