

## Mill Mead Primary School



### Higher Level Early Years Practioner Job Description

Grade: H4-5

Job Description Reviewed: June 2022

#### Main purpose

To work with children, as part of an EYFS team and under the direction of a qualified teacher, to support the provision of Early Years education and 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. Ensure standards are met at all times through engagement and implementation of play, care and learning activities. Takes responsibility for managing the provision of play, care and learning when required in the temporary absence of the teacher.
1. 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.
2. Support behaviour management and development and adhere to the school's Positive Behaviour Policy at all times.
3. Contribute to the planning and development of learning activities.
4. 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.
5. Work with external agencies.
6. Update children's records, where relevant.
7. Set up and clear away displays and activities, including ensuring that the materials and equipment are safe and clean.
8. Attend to children's personal needs.
3. Assist in the development and regular review of policies and procedures to be followed.
4. Assess needs of children including emotional, developmental and social, to ensure that children have access to appropriate activities to support their physical, emotional, social and intellectual development.
5. Assist in the development and maintenance of appropriate planning, observation and assessment procedures.
6. Ensure personal compliance, and that of others, with policies and procedures relating to health, safety, security and confidentiality.

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

1. Support preparation for OFSTED inspections and action any recommendations that may result from inspection.
2. Undertake home visits with a qualified teacher where necessary.
3. Be prepared to teach the class in the temporary absence of the teacher.

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 Level 3 and knowledge /skills equivalent to current national qualifications level 3 plus supervisory experience.
- Requires knowledge of policy and procedures for supporting the provision of play care and learning.

### **Supervision**

- Plans, prepares and delivers learning, assesses records and reports on development, progress and attainment resolving most problems independently or in conjunction with the class teacher.
- Regular demonstration of duties to other staff.

### **Problems, Demands & Decisions**

- 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. This will include child protection disclosures.
- Contributes to planning and development of learning activities with other early year's staff; responds to a range of practical problems without referral to teachers.

### **Dimensions**

- No responsibility for finance.

- Maintenance and updating of pupil records or observations.

### **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 pupils where necessary.
- Assembly and clearing away of equipment.

### **Working Environment**

- Work is normally carried out in a nursery or reception, where there is regular exposure to noise or other unpleasant conditions such as nappy changing.