

SOMERSET BRIDGE PRIMARY SCHOOL & NURSERY
JOB DESCRIPTION

Directorate:	Children and Young People
Service:	Schools
Job Title:	Early Years Practitioner
Reports To:	Governors, Headteacher, Early Years Foundation Stage Phase Leader, Nursery Manager and Deputy Manager.

Main Purpose of Job:

- As part of the Early Years Team, provide a high standard of physical, emotional, social and intellectual care for children attending the Early Years Foundation Stage.
- Working with the Early Years Team to plan and deliver activities and supporting the children with routines, transitions and behaviour.

Main Responsibilities and Duties:

Supervision and Support of children

- To be a Key Person for a group of children - where necessary, regularly evaluating the children's development through observation, and planning appropriate next steps.
- Assist with the development and implementation of Individual Learning/Behaviour Plans and Personal Care programmes
- Maintain key children's Learning Journeys to share with parents during formal and informal parents' meetings.
- Complete transfer documents – profiles, learning journals and 2 year checks as necessary.
- To work with the team to develop strong parent partnerships, and to liaise with parents and family members as necessary.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs
- To be confident to lead and support a wide range of planned activities both in small and large groups such as circle time, story telling, dramatics, sports, adult led activities, outdoor activities, and cookery.
- Assist children to develop their independence and self-help skills including washing, changing and toileting when necessary.
- Monitor and evaluate pupils' responses to play or learning activities
- Supervise pupils on visits, trips and out of school activities as required.
- Supervise pupils during break/lunch times if required.

Organisation and working as part of the Early Years Team

- To help plan and direct a programme of activities suitable to the age range of the children attending the setting in collaboration with the other members of the team, and in line with the Early Years Foundation Stage.
- Take part in the full integration of the children attending the Early Years Foundation Stage including home visits, settling in, taster sessions, parents' evenings and events.
- Maintain good working relationships.
- Work alongside the Early Years Lead and the staff team to ensure that the philosophy behind the nursery is fulfilled.
- To be flexible with the working practices of the Early Years Foundation Stage and be prepared to help when other areas of the school may be short staffed or require domestic duties as specified by the Early Years Lead.
- Develop your role within the team.
- To attend in and out of working hour's activities – such as training and parents' evenings.

- To be flexible and innovative in approach and enthused to explore and experiment with, new ideas.
- To attend regular team meetings making appropriate contributions which help improve provision and support the team.
- To provide cover for the extended school provision as necessary.
- Work with the Early Lead or teacher to establish an appropriate learning environment
- Be responsible for keeping and updating relevant records as agreed with the teacher or Early Years Lead, contributing to reviews of systems/records as requested.
- Provide general clerical/admin. Support e.g. produce worksheets for agreed activities etc.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Attend and participate in regular meetings.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others

Health and safety and other policies

- Ensure good hygiene and cleanliness is maintained at all times, keep equipment and materials clean and tidy and replenish as necessary.
- Record accidents in the accident book and ensure that parents sign accident forms.
- Ensure all policies and procedures are adhered to and contribute ideas and suggestions when policies are due for review.
- Undertake food hygiene training and prepare snacks as and when required.
- Carry out intimate care in line with the School Intimate Care Statement.
- To maintain strict confidentiality at all times.
- Be aware of and comply with all school policies and procedures especially relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.

Safeguarding

- Ensure that all children are signed in and out and collected by someone known to the Early Years Foundation Stage.
- To work in line with statutory safeguarding guidance (eg Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- To promote the safeguarding of all pupils in the school.
- Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals

Other areas of responsibility

Please note: this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that an Early Years Practitioner will carry out. The postholder may be required to do other duties appropriate to the level of the role. Discussion will take place on a regular basis to clarify individual responsibilities within the general framework as they change and develop.

Facts and Figures:

Working within defined policy and procedures. No direct supervision of staff.

SUPPORTING PROCESSES
Problem Solving and Creativity:
Within guidelines and under the direction of the Head/Deputy or senior member of staff, maintain discipline.
Decision Making:
Needs to be able to identify inappropriate, dangerous or concerning behaviour and understand when and how to intervene. Operate consistently to all children.
Physical Effort and Working Conditions:
Working indoors or outdoors. Manual handling of equipment. Dealing with sickness, intimate care and administering first aid (if qualified).
Contacts and Relationships:
Contact with all staff, parents/carers and children.
Additional Information:
Needs to be aware of behavior, safeguarding and other Nursery and School policies and the school Code of Conduct.
The School operates a safe recruitment process and appointment to the post will be subject to suitable references and an enhanced DBS check. The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
Agreed that the Job Description is a fair and accurate statement of the requirements of the job:
Job Holder: Date:
Line Manager: Date:
Designated Senior Manager: Date:
Please note: this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that a midday supervisor will carry out. The postholder may be required to carry out other duties appropriate to the level of the role.
This job description may be amended at any time in consultation with the postholder.

SOMERSET BRIDGE PRIMARY SCHOOL & NURSERY
Personal specification – Early Years Foundation Stage Practitioner
Person Specification

ESSENTIAL	DESIRABLE
<p>1. Qualifications</p> <p>GCSE grade C or above in English and Maths</p> <p>Level 3 Childcare or equivalent</p>	<p>Paediatric First Aid training</p> <p>Food Hygiene Level 2</p>
<p>2. Experience</p> <p>Working with children in an EYFS setting</p> <p>Working effectively with other professionals</p> <p>Working effectively with parents</p> <p>Implementing the EYFS curriculum</p>	<p>Working with children in a primary school</p> <p>Working with children with additional needs</p>
<p>3. Knowledge and Understanding</p> <p>Willingness to undertake further professional development</p> <p>Working knowledge of the revised EYFS</p> <p>Understanding of the importance of confidentiality</p> <p>Working within Nursery and School policies and have an understanding of good Safeguarding Practice</p>	<p>Knowledge and understanding of primary education system</p>
<p>4. Key Skills and Competencies</p> <p>Interacting effectively with young children</p> <p>Managing behaviour effectively</p> <p>Working effectively in a team</p> <p>Building excellent relationships with the whole school community</p> <p>Liaising and communicating effectively with children, parents, school staff and other professionals</p> <p>Adaptability to change</p>	

6. Personal Qualities	
Is flexible and adaptable	Personal interests beyond the School
Is passionate about working with children and providing them with the best possible start to life	
Can use their initiative effectively	
Has a good sense of humour	
Has high expectations of themselves and others	
Is calm and professional	
Is caring and sensitive to the needs of children	