

## Early Years Practitioner Job Description and Person Specification

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|--------------------------------------|------------------------------------|
| <b>Post title:</b>                   | <b>Early Years Practitioner</b>    |
| <b>School:</b>                       | <b>Idle Primary School</b>         |
| <b>Pay range:</b>                    | <b>Band 6 (pt7-11) FTE £26,403</b> |
| <b>Line manager:</b>                 | <b>Teacher/ AHT</b>                |
| <b>Supervisory responsibilities:</b> | <b>None</b>                        |

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### **Job Description**

#### **Core purpose**

School provides integrated services for education, health care and special care to children. Staff to work on a rota system in order to ensure that appropriate staffing levels and expertise are maintained throughout the School. Staff will be able to work with a variety of professional disciplines enthusiastically and to put the child at the centre of their work.

**The School is fully committed to safeguarding children and promoting their welfare and expects all staff to share in this commitment. All posts are subject to an Enhanced DBS with Barred List check.**

This Job Description is furnished to assist staff joining School to understand and appreciate the work content of their post and the role they are to play in the organisation.

Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. This job description is not a definitive list of responsibilities but identifies the key components of the role. The post holder will, therefore, be required to undertake other reasonable duties commensurate with the purpose and salary level of this post.

Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform, and these will be taken into account when the post is reviewed.

School is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to the School's Services.

School is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

## **Organisation**

To support the planning and to provide a programme of activities suitable to the age range of children within each group.

To be capable of leading and supervising the class in the absence of the teacher, ensuring continuity of learning and maintaining high expectations for behavior and achievement.

To ensure that activities take into account the individual needs of each child by implementing a key worker system.

To ensure that parents, carers and appropriate professionals are welcomed, involved and regularly informed of each child's activities.

To ensure the safety and welfare of children at the School

To plan and record appropriate activities for children which meet Ofsted standards.

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To ensure that activities take into account the individual needs of each child by implementing a key worker system.

To ensure that parents, carers and appropriate professionals are welcomed, involved and regularly informed of each child's activities.

To ensure the safety and welfare of children at the School.

Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop.

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 an appropriate person.

## **Administration**

To keep accurate records of allocated children and to implement, in conjunction with the School.

To have responsibility for the assessment and recording and monitoring of the needs of allocated children.

To plan and record appropriate activities for children which meet Ofsted standards.

**Resources**

The jobholder is responsible for the supervision of other early years practitioners.

**Wider Responsibilities**

There is a requirement, subject to appropriate training, to lift and carry children.

There is a need, from time to time, to clean / wipe bodily fluids.

This post is classed as having a high degree of contact with children or vulnerable adults.

**Person Specification**  
**Early Years Practitioner**

|                                      | ESSENTIAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | DESIRABLE |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>EXPERIENCE:</b>                   | <ul style="list-style-type: none"> <li>• Ability to work on own initiative and as part of a team.</li> <li>• Experience of providing high quality day-care to young children.</li> <li>• Understanding of the foundation stage learning goals.</li> <li>• Ability to write reports that will be helpful and information to parents, carers and professional staff.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |
| <b>QUALIFICATIONS/<br/>TRAINING:</b> | <ul style="list-style-type: none"> <li>• Will possess excellent literacy and numeracy skills (GCSE (or equiv) Maths and English).</li> <li>• Will hold a relevant qualification (NNEB, Level 3 NVQ, or education to graduate level) or training in the care and education of nursery age children with a minimum of 3 - 4 years' experience in a relevant position.</li> <li>• Recognised child care qualification equivalent to NVQ level 3.</li> <li>• Current first aid certificate.</li> <li>• Food hygiene certificate.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                   |           |
| <b>KNOWLEDGE/SKILLS:</b>             | <ul style="list-style-type: none"> <li>• Will possess in-depth knowledge and understanding of all policies, procedures and regulations relevant to the role, including child protection.</li> <li>• Will possess the ability to relate well to children and adults.</li> <li>• Will possess the ability to develop and follow plans of work and teacher directed learning programmes.</li> <li>• Will personally resolve problems and situations usually following existing rules and procedures with the ability to assess situation and decide on best solution.</li> <li>• Will support children's learning using highly-developed advisory, guiding, negotiating and persuasive skills having full regard to their individual social/emotional/physical/intellectual needs.</li> <li>• Will possess excellent oral and written communication skills, adapted to the needs of the audience.</li> </ul> |           |

