



Ghyll Royd School

A foundation for life

JOB DESCRIPTION

POSITION: Early Years Foundation Stage Practitioner

RESPONSIBLE TO: Nursery Manager, Deputy Nursery Manager

Working hours: 40 hours per week, between the hours of 7.30am and 6pm.

Monday to Friday 50 weeks per annum.

Six weeks holiday and Bank Holidays (2 weeks taken at Christmas)

Sick Pay & Pension benefits.

Main Responsibilities

The provision of a stimulating, safe and caring environment for learners across the Early Years Foundation Stage from 2 to 5 years of age.

- Working with the SLT and EYFS staff to promote the principles and aims of the EYFS.
- To ensure that learners feel included, secure and valued in a safe environment.
- To develop children's learning and physical/social development by promoting the principles of the EYFS.
- To provide well planned, purposeful and stimulating activities to engage learners in the learning process.
- To foster an atmosphere of mutual respect with parents, to ensure that learners have security and confidence.
- To engender a natural curiosity and a love of learning.
- To encourage learners to show self-discipline, to co-operate with others and to accept responsibility for their actions.
- To keep records and observations which show individual progress.
- To encourage learners to express themselves creatively through artwork, drama, music, dance, role play and imaginative play.
- To display learners' work both in the EYFS and throughout the school to celebrate achievement.
- If applicable to provide a weekly schedule of activities for 'Before and/or After School Care'.

Supporting the administration of the EYFS to produce termly topic plans.

- To attend EYFS departmental meetings as required/agreed and read/sign briefing notes.
- To produce long term, medium term, and weekly activity plans.
- To produce weekly forecasts with learning objectives and activities clearly stated, supported by activity planning sheets.
- To provide parents with brief termly topic sheets.
- To complete pupil reports and reviews termly.
- To update, compile and check weekly attendance.
- To contribute to EYFS school policy making through assisting with the preparation of the Annual Development Plan and the updating of policies.
- To assist with the annual stock take and requisition.



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- To extend activities going off children's interests.
- To respond positively to requests for information from the SLT.
- To represent the Pre-School at Parents' Evenings/Days, Open Days and other events.
- To assist in any area of the school as the need arises, under the direction of the SLT.
- To work with the EYFS/School SENCO to identify and support pupils with additional needs.
- To prepare display boards and mount work as and when appropriate, during non-contact time.
- To organise and maintain the EYFS equipment and the EYFS storerooms.
- To ensure all outdoor equipment is safely stored and maintained.
- To ensure all indoor equipment is labelled, safe and well maintained.
- To adhere to the school policy regarding health and safety.

Sharing good practice

- To keep abreast of developments in EYFS education.
- To foster an atmosphere of mutual respect within EYFS.
- To share expertise and experience to promote the principles and aims of the Early Years Foundation Stage guidance.
- To report back on INSET provided as required.
- To contribute to the development of resources.
- To be fully conversant with health and safety practice in line with the school's risk assessment policies.
- To lead/support students in the EYFS.

Supporting school administration

- To attend whole school staff meetings as required/agreed.
- To comply with confidentiality procedures of the school.