



## Job Description

<b>Job Title</b>	Senior Early Years Practitioner
<b>Grade</b>	Scale 5 Point 8-11
<b>Reports to</b>	Early Years Leader
<b>Liaison with</b>	Early Years Leader / Other EY Staff and relevant staff in the wider school community
<b>Job Purpose</b>	To work with class Early Years Leader to support social, emotional, educational and welfare needs of nursery/early years children in line with early years goals, codes of practice and school policies and procedures.
<b>Principal Accountabilities</b>	<ul style="list-style-type: none"><li>• Provide a stimulating, educational and safe environment for children in which they can develop to their full potential in and Early Years Unit.</li><li>• Supervise pupils in their activities, at play and at mealtimes.</li><li>• Establish positive relationships with staff, pupils and their parents/carers.</li></ul>
<b>Duties</b>	<ul style="list-style-type: none"><li>• Promote positive pupil behaviour in line with school policies and help keep pupils on task.</li><li>• Interact with, and support pupils, according to individual needs and skills using 'In The Moment Planning' or other strategies directed by EYL.</li><li>• Provide support to pupils with particular learning, behavioural, communication, social, sensory or physical difficulties, have knowledge and make use of appropriate equipment/resources.</li><li>• Promote the inclusion and acceptance of children with special needs ensuring access to activities through appropriate clarification, explanation and resources.</li><li>• To assist in the formulation and deliver planning and evaluation of activities with the EYL, providing feedback to the teacher on pupil progress and behaviour.</li><li>• Monitor and record pupil activities, progress and development using Trust processes such as moderation, directed by EYL.</li><li>• Assist with assessments and IEPs, One Plans and Care Plans.</li><li>• To support learning and development by arranging / providing resources for lessons / activities under the direction of the EYL.</li></ul>



	<ul style="list-style-type: none"><li>• Attend parents' meetings and provide information to parents, under the direction of the EYL, regarding their child(ren).</li><li>• Be involved in interviews / induction for new children, as directed by EYL.</li><li>• Assist pupils with snack / meal times, including preparation of food, assisting with eating and clearing up as appropriate.</li><li>• To attend to pupils' personal needs including help with social, personal hygiene, welfare and health matters, including minor first aid.</li><li>• Escort pupils to their parents / carers at end of session.</li><li>• To assist the EYL with the preparation, maintenance and control of stocks of materials and resources.</li><li>• Liaise with other staff and provide information about pupils as appropriate.</li><li>• To assist with the display and presentation of pupils' work.</li><li>• To assist with escorting pupils on educational visits.</li><li>• To assist the EYL with training of student NNEBs.</li><li>• To understand and apply school policies in relation to health, safety and welfare.</li><li>• Attend relevant training and take responsibility for own development.</li><li>• Attend relevant school meetings as required.</li><li>• To respect confidentiality at all times.</li></ul>
<b>General</b>	<ul style="list-style-type: none"><li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with EYL/DH.</li><li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace.</li><li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.</li><li>• The Trust Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li></ul>