

Job Description

Job Title	Early Years Practitioner – Level 2
Grade	Scale 3 Points 4-5
Reports to	Headteacher, EYFS Lead, Nursery/Class Teacher
Liaison with	Nursery/Class Teacher
Job Purpose	To work in partnership with class teachers 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.
Principal Accountabilities	<ul style="list-style-type: none"> • Provide a stimulating, educational and safe environment for children in which they can develop to their full potential • Act as a key person to supervise children in their activities, at play and at mealtimes • Establish positive relationships with children and their parents/carers
Duties	<ul style="list-style-type: none"> • Promote positive behaviours in line with school policies • Interact with, and support children, according to individual needs and skills • Provide support to children with particular learning, behavioural, communication, social, sensory or physical difficulties, have knowledge and make use of appropriate equipment/resources. • Promote the inclusion and acceptance of children with special needs ensuring access to activities through appropriate clarification, explanation and resources • To assist in planning and evaluation of activities with the teacher, providing feedback to the teacher on pupil progress and behaviour • Monitor and record children's activities, progress and development • Contribute to assessments and One Plans • To support learning and development by arranging/providing resources for lessons/activities under the direction of the teacher • Assist children with snack/meal times, including preparation of food, assisting with eating and clearing up as appropriate • To attend to childrens' personal needs including help with social, personal hygiene, welfare and health matters, including minor first aid • Escort children to their parents/carers at end of session • Liaise with other staff and provide information about children as appropriate • To assist with the display and presentation of work • To assist with escorting children on educational visits
General	<ul style="list-style-type: none"> • Attend relevant training and take responsibility for own development • Attend relevant school meetings as required

	<ul style="list-style-type: none"> • To respect confidentiality at all times • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. • The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade
--	---

PERSON SPECIFICATION

General heading	Detail	General Examples	Specific examples
Qualifications & Experience	Specific qualifications & experience	Relevant to post Include experience of working with children where relevant	Successful recent experience working with nursery/early year's children. NNEB or equivalent. NVQ Level 2 Good general standard of education.
	Knowledge of relevant policies and procedures	e.g. First Aid, Financial Procedures, School procedure/policies – Some policies procedures are covered in relevant sections below e.g. H&S, Behaviour Management, Child Protection	First aid qualification. Knowledge of child development. Knowledge of Foundation Stage Curriculum. Knowledge of assessment techniques for young children. Understanding of child protection policies and procedures.
	Literacy	Level of literacy required, including qualification level where required	Good literacy skills
	Numeracy	Level of numeracy required, including qualification level where required	Good numeracy skills
	Technology	Ability to uses equipment e.g. photocopier, specialist equipment e.g. for technicians, IT packages etc.	Ability to uses equipment e.g. photocopier, laminator, specialist equipment e.g. for technicians, IT packages etc.
Communication	Written	Written records	Ability to keep accurate records.
	Verbal	Ability to exchange information clearly, presentation skills, etc	Listening Skills Ability to exchange routine verbal information clearly with children and adults Ability to express own views and opinions
	Languages	Ability to follow advice with regard to supporting a child's needs	Seek support to overcome communication barriers with children and adults
	Negotiating	Requirement for consultation, and negotiation	Ability to consult effectively with children

			Ability to motivate/encourage/empower children
Working with children	Behaviour Management	Knowledge level of behaviour management policy plus any specialist skills	Ability to manage a whole group ensuring children remain on task Understanding and implementation of school behaviour management policy
	SEN	General - understand and support the differences in people	Understand and support the differences in children and adults and respond appropriately
	Curriculum/School organisation	Knowledge of the school curriculum	General understanding of the school curriculum Knowledge and experience of implementing the EYFS curriculum and other learning programmes
	Child Development	Level of understanding required of the way in which children develop	Basic understanding of the way in which children develop Understanding of different developmental stages and the impact of experience on these developments Understand the way in which play and games can support child development Understand and support children in transition
	Health & Well being	General and any specific requirements to promote and support physical and emotional wellbeing	Understand and promote the value of emotional and physical wellbeing in adults and children Take responsibility for own wellbeing
Working with others	Working with partners	Ability to work in partnership with parents and carers, and outside professionals	Understand and value the role of parents and carers in supporting children Understand and support communication with outside professionals
	Relationships	Abilities to form appropriate and productive relationships with relevant groups – children, colleagues, governors, parents etc.	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults using appropriate communication styles

			Ability to build open and honest relationships
	Team work	Requirements to work within team and/or independently	Work effectively as part of a team Ability to work independently Know when and how to seek support Know when and how to hand over control Knowledge of own position within a team environment and the boundaries which apply
	Information	Following/giving instructions, requirements to provide information	Knowledge of safeguarding procedures Ability to record and report observations in an appropriate manner
Responsibilities	Organisational skills	Requirements of the post	Ability to be proactive and initiate action
	Time Management	Requirements of the post	Ability to manage own time effectively Ability to meet deadlines
	Creativity	Requirements for initiative, original thinking, creativity, innovation etc.	Demonstrate creativity and an ability to resolve problems independently
	Equalities	General and any specific requirements	Demonstrate commitment to treating all people fairly
General	Health & Safety	General and any specific requirements	
	Child Protection	General and any specific requirements	Understand what is meant by safeguarding and the different way in which children can be harmed Understand and comply with children protection procedures
	Confidentiality/Data Protection	General and any specific requirements	Understand and comply with procedures and legislation relating to confidentiality/GDPR
	CPD	Demonstrate commitment Evidence of further professional development	Show willingness to commit to further CPD