



### Level 3 Qualified Early Years Practitioner Job Description

*This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.*

**Name of Post Holder:**

**Establishment:** Sutton CE (VC) Primary School.

**Post Title:** Early Years Practitioner

**Grade:** Level 3

**Hours:**

**Responsible to:**

**Date:**

**Next Review Date:**

Sutton CE (VC) Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

**General:**

To work as part of the Pre-school team under the direction of the Pre-school manager. To provide safe, high quality EYFS education and care for young children which meets the individual needs of children attending the setting.

#### Responsibilities

- The post holder is responsible to the Preschool manager, Head of EYFS and to the Headteacher for his/her duties, responsibilities and tasks.
- The post holder will adhere to the school's values and vision; abiding by the agreed policies and procedures to ensure provision is of the highest quality
- The post holder will interact on a professional level with all colleagues and establish and maintain good working relationships which will promote the development and effective delivery of the preschool curriculum and maximise children's achievement.

- The post holder will be responsible for the pastoral care and safeguarding of the children within their session, class or groups, ensuring that children's safety, wellbeing and welfare are at the forefront of all they do.

### **Childcare and Education**

- To provide a high quality of education and learning within the EY framework and offer appropriate stimulation and support to children attending the setting.
- To be involved with planning for provision which meets the requirements of the Development Matters curriculum.
- To assist in planning and evaluation of activities with the Pre-school manager, providing feedback on children's progress and behaviour.
- To implement the daily routine in the Pre-school, including the daily timetable, planning, observations and assessments.
- To facilitate, supervise, participate in, observe and assess activities to engage and teach the children, following each area of the Early Years curriculum.
- To record and evidence observations of children in alignment with EYFS framework.
- To supervise the children and also be responsible for their physical, emotional, social and intellectual well-being.
- Take on the role of key worker for a designated group of children.
- To help to create a welcoming and family friendly environment.
- To assist in setting up and clearing away in a pack away setting, ensuring the daily provision follows the planning and is inviting and engaging for the children.
- If and when required, you will be responsible for feeding, washing and changing children.
- To support and participate in meal times within the setting (snack and lunch).
- Be involved in induction and settling in for new children.
- To promote the inclusion of children with special needs ensuring access to activities through appropriate clarification, explanation and resources.
- Promoting positive values, attitudes and behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging children to take responsibility for their own behaviour.
- To assist with the display and presentation of work.
- To assist with escorting children on any educational visits.
- To keep completely confidential any information regarding the children, their families or other staff, which is acquired as part of the job.
- To assist with the preparation, maintenance and control of stocks of materials and resources.
- To liaise with the school SENCO as needed.

### **Key Worker Responsibilities**

- To build a positive, professional relationship with the family of each child.
- To share information about the child's progress, development and pastoral needs as required by the preschool.
- To liaise closely with parents/carers, informing them about the Pre-school and its curriculum, exchanging information about children's progress and encouraging parents' involvement.

## Health and Safety

- To help ensure records are properly maintained and updated, e.g. daily attendance register, accident and incident book etc.
- To ensure that the welfare and safety of children is promoted with the setting and that any child protection/ safe guarding concerns are always appropriately acted upon immediately.
- Maintain the highest level of cleanliness and hygiene in all Pre-school areas.
- Take shared responsibility for the care, maintenance and security of all equipment and toys within the Pre-school.
- To contribute to and to help implement school policies and procedures, e.g. register and signing out procedures, child protection, health and safety, confidentiality, food safety, setting hygiene etc.
- To help ensure that the Pre-school is a safe environment for children, staff and others, that equipment is safe, standards of hygiene are high and safety procedures are implemented at all times.

## General

- To undertake certain domestic jobs within the nursery, e.g. cleansing of equipment and ensuring the nursery is kept clean and tidy.
- To work as a team to help implement any recommendations made following regulatory inspections, internal and external monitoring.
- To help Pre-school Supervisor and work as a team to ensure that accurate and up-to-date record keeping systems are kept e.g. children's records of progress and any behavioural and development reports, any safeguarding issues and health and safety issues.
- To undertake duties as timetabled, which may include before and after school, break and lunchtime
- To work within our Extended School provision as timetabled.
- To give support to other personnel within the Pre-school
- Work requires bending, kneeling and crouching for periods of time and may also involve lifting or holding children during planned activities, and changing nappies/toileting duties.
- To attend all out of working hours' activities e.g. training, staff meetings, parents' evenings, open days and other celebrations.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with Preschool Supervisor.

To undertake any other reasonable duties as directed by the Head teacher.

## 5. Professional development

- 5.1. Participate in arrangements for the appraisal and review of your own performance and, where appropriate, that of other teachers and support staff.
- 5.2. Participate in arrangements for your own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

## 6. Communication

- 6.1. Communicate with pupils, parents and carers in accordance with the School ethos, policies and practice.

## 7. Working with colleagues and other relevant professionals

- 7.1. Collaborate and work with colleagues and other relevant professionals within and beyond the School.
- 7.2. Participating in administrative and organisational tasks, including the direction or supervision of persons providing support for the teachers in the School, which require the exercise of your professional skills and judgment.

## 8. Fulfil wider professional responsibilities

- 8.1. Make a positive contribution to the wider life and ethos of the School.

Specific details of the accountabilities (e.g. the allocated curriculum and/or pupil development accountability under paragraph 2.2 above) should be recorded below and reviewed annually by the appraiser.

Paragraph	Specific Additional Accountabilities

This job description and related documents provides the standards and framework for Performance Management Objectives for a Main Pay Range Teacher which will be set under the School's Appraisal Policy before, or as soon as practicable after, the start of each appraisal period. The objectives set will be specific, measurable, achievable, realistic and time-bound and will be appropriate to the teacher's role and level of experience. The appraiser and appraisee will seek to agree the objectives but, if that is not possible, the appraiser will determine the objectives. Objectives may be revised if circumstances change. The objectives set for each teacher will, if achieved, contribute to the School's plans for improving the School's educational provision and performance and improving the educational opportunities of pupils at that School.