

**Job title:** Early Years Practitioner

**School:** Olympic Academy

**Responsible to:** Head of School

**Location:** Wellingborough

**Salary:** NJC Scale G 8-12 FTE: £24,702.00 - £26,421.00

**Contract type:** 15 hours a week, Fixed term until 31.07.26

## Core duties

To provide service delivery within the requirements of the Early Years Foundation Stage Framework, Keeping children safe in education (most current version) and Ofsted Care Standards (Under 3s). To work in partnership and complementary to the Nursery, Reception teacher or lead professional, in order to help meet the aims of the Nursery. The Nursery, Reception Teacher or Lead Professionals are responsible for planning the overall policy and curriculum, and the Early Years Practitioners are given some responsibility for planning part of the programme and are to play a full part in its implementation.

## General responsibilities

### 1. Support for children

- 1.1. Share responsibility for safety, health and welfare of children at all times
- 1.2. Ensure all children have access to the full curriculum
- 1.3. Relate well to children
- 1.4. Guide the development of children's social behaviour and attitudes
- 1.5. Frequently supervise children on activities without a teacher present including outdoor activities
- 1.6. Observing and assessing children's development and progress
- 1.7. Keeping accurate records of observation, assessment and development of children
- 1.8. Acting as a key worker for a group of children

### 2. Support for the Teacher

- 2.1. Organising materials and equipment for use within the nursery
- 2.2. Sharing responsibility for care and maintenance of resources and equipment
- 2.3. Assisting in preparation and clearing up of activities and encouraging children to help
- 2.4. Sharing responsibility for display
- 2.5. Contributing to curriculum development ensuring a stimulating environment
- 2.6. Taking responsibility for specific activities already planned for
- 2.7. Taking on other tasks such as Lunch Time supervision
- 2.8. Attend weekly staff and planning meetings

### 3. Support for the Parents

- 3.1. Encourage parents and carers to be involved in the setting and their children's learning
- 3.2. Establish good relationships with parents and carers
- 3.3. Build up a trusting relationship with parents/carers of key worker group
- 3.4. Take part in home visits when appropriate and required
- 3.5. Responsibility for actively developing home-setting liaison and parental involvement in the

setting

#### **4. Supporting the Early Years Settings**

- 4.1. Support the aims and policies of the setting
- 4.2. Promote the ethos of the setting at all times
- 4.3. General supervisory responsibility for students

#### **Qualifications and Professional Development**

CACHE Level 3 Diploma in Child Care and Education  
BTEC National Diploma in Early Years  
NVQ Level 3 in Children's Care, Learning and Development  
NNEB certificate

This job description sets out the duties of the post at the time it was drawn up. The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant duties as directed by the Line Manager within the school as may be reasonably expected. This is not a common occurrence and would not justify a reconsideration of the grading of the post.

**Appointed Candidate's Name:**

**Date of Appointment:**

**Signature of Appointee:**

By signing this job description, you are agreeing to its content and context at the date of signing. Please be mindful that this role can be subject to review by the Lion Academy Trust at any appropriate time in consultation with you.