

## Job details

**Job title:** Early Years Practitioner

**Base Setting:** Hightown Primary School

**Salary:** C-D

**Hours:** 32.5 hours per week

**Contract type:** Fixed Term until 31<sup>st</sup> August 2026

**Reporting to:** Nursery Manager

## Main purpose:

As a valued member of the Nursery Class and wider School and Trust team you will:

- Place the safeguarding, learning and wellbeing of all pupils at the heart of all aspects of your work
- Provide safe, stimulating and high- quality education and care to young children
- Consistently promote pupils' independence (provide the least amount of help first), self-esteem and social inclusion
- Develop effective relationships and work collaboratively with colleagues

## Key duties and responsibilities

- To act as key person to a small group of children, liaising closely with parents to foster positive relationships and good communication, ensuring each child's needs are recognised and met.
- To observe, assess and plan next steps for key children's learning and development ensuring progress in all curriculum areas.
- Undertake and complete two-year old checks and progress checks.
- Keep up to date learning journeys of development for key children in Tapestry.
- To immediately advise a DSL of any concerns regarding safeguarding of children, equipment and safety, preserving confidentiality.
- To provide care and nurture to the children to ensure the high standards of wellbeing are met.
- To attend team meetings, planning meetings, in service training days.
- To be responsible for: preparing and serving snack, teaching in small guided key group times, reading stories, games, circle times, changing clothes and nappies, daily risk assessment, setting up the inside and outside learning areas for the daily activities, cleaning and tidying throughout the day and at the end of session.
- To liaise with the SENCo.
- Administer paediatric first aid.

## Safeguarding and Health and Safety

- Promoting the safety and wellbeing of pupils, including looking at every aspect of school life through a safeguarding lens by following the requirements of Keeping Children Safe in Education and all associated policies e.g. child protection, code of conduct, behaviour
- Promoting a culture of safeguarding in every respect, including adherence to health and safety at all times
- Support the provision of intimate care of pupils, in line with school policy

## Working with colleagues and other relevant professionals

- Communicating with other colleagues, pupils, and with parents and carers under the direction of the class teacher in an effective, timely and proactive manner
- Communicating your knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on appropriate intervention and provision
- Keeping other professionals accurately informed of performance and progress or concerns they you have about the pupils you work with
- Collaborating and working with colleagues and other relevant professionals within and beyond the base setting and Trust, as appropriate
- Developing effective professional relationships with colleagues

## Whole-school organisation, strategy and development

- Contributing to the development, implementation and evaluation of the Trust and school's policies, practices and procedures, so as to support the Trust and school's values and vision.
- Demonstrate willingness to be flexible to the needs of pupils and the wider base setting and Trust context
- Making a positive contribution to the wider life and ethos of your base setting, and wider Trust as applicable

## Professional development

- Being proactive in developing yourself as a professional by active participation in learning and development within the base setting, Trust and beyond.
- With support, take opportunities to build the appropriate skills, qualifications, and/or experience required for the role
- Taking a proactive role in your own performance development, including participation in personal reviews and target setting

## Personal and professional conduct

- Upholding public trust in the education profession and maintain high standards of ethics and behaviour, within and outside of school
- Having proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrating positive attitudes, values and behaviours to develop and sustain effective relationships with the Trust community
- Consistently acting with integrity, including respecting individual differences, diversity and actively embracing inclusion

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the post holder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Principal or line manager.

Inspire Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We ensure that all our employment practices reflect this commitment.

### Notes:

This job description may be amended at any time in consultation with the postholder.

**Last review date:** December 2025

**Next review date:** December 2026

**Principal's signature:**

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**Date:**

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**Postholder's signature:**

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## Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Hold a nationally recognised Level 3 qualification for working with children aged 3 to 5 years.</li> <li>• <b>Must</b> hold a Level 2 English qualification and have evidence of this</li> <li>• <b>Must</b> have Paediatric First Aid training, in date and have evidence of this.</li> <li>• Hold a Level 2 Maths qualification - desirable</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Have experience of working in an Early Years environment</li> </ul>
<b>Skills and knowledge</b>	<p>The EYP must know and understand how:</p> <ul style="list-style-type: none"> <li>• young children learn</li> <li>• to make accurate use of assessment</li> <li>• to develop effective and informed practice</li> <li>• to safeguard and promote the health, safety and welfare of children</li> <li>• to work in partnership with the key person, colleagues, parents and/or carers or other professionals</li> <li>• children learn to read using a systematic phonics approach</li> <li>• Know and understand the Early Years Framework</li> </ul>
<b>Character</b>	<ul style="list-style-type: none"> <li>• Commitment to promoting our ethos and values and getting the best outcomes for all pupils</li> <li>• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</li> <li>• Ability to work under pressure and to prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> <li>• Embraces change well</li> <li>• Able to work on own initiative and as part of a team.</li> <li>• Commitment to improving own practice through training, reading and discussion</li> </ul>