

## JOB DESCRIPTION

<b>Job Title:</b>	Early Years Practitioner (Grade 6)	<b>Department:</b>	Charlton Primary School - Acorns
<b>Reports To:</b>	Early Years Phase Lead	<b>Grade:</b>	6
<b>Responsible For:</b>	N/A	<b>Job Type:</b>	Early Years
<b>Hours:</b>	32.5	<b>Weeks per year:</b>	38
<b>Location:</b>	Charlton Primary School - Acorns		

### MAIN PURPOSE AND SCOPE OF THE JOB

To work with children, as part of a professional team, on education and social development and to provide a high quality of care.

### DUTIES AND KEY RESPONSIBILITIES

1. Under the direction and supervision of qualified staff assist in the delivery of activities enhancing children's social and educational development.
2. Work with individuals or small groups of children, under direction
3. Establish and build positive relationships with parents / carers
4. Contribute to the planning and development of learning activities
5. Contribute to the development of individual development plans (such as Individual educational plans) for children with special educational needs
6. Work with external agencies
7. Contribute to observation and assessment procedures
8. Update children's records.
9. Set up and clear away displays and activities, including ensuring that the materials and equipment are safe and clean
10. Attend to children's personal needs
11. Support in behaviour management. Communication with early year's pupils to encourage social, educational and physical development and acceptable behaviour
12. Have key worker responsibilities for particular children
13. Support in social and emotional well-being, reporting problems to the teacher as appropriate
14. Demonstrate duties to apprentices and /or mentor new staff
15. Undertake accompanied home visits.

## GENERAL RESPONSIBILITIES

- Being aware of and complying with policies and procedures relating to child protection, Health & Safety and security, confidentiality and data protection, reporting all concerns to <name>
- Ensuring compliance with the Trust's Equal Opportunities and Equalities Policies and taking an active role in promoting equality and diversity.
- Promoting the Trust's policies on behaviour for learning and demonstrating a commitment to providing a caring and stimulating environment and improving standards for all pupils within Trust.
- Undertaking such other duties as reasonably correspond to the general character of the post
- Whilst every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

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*Cambrian Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) as part of their job role.*

## PERSON SPECIFICATION & SELECTION CRITERIA

Specification (Job Related)	Essential	Desirable
<b>Education, Qualifications and Professional Development</b>	<p><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Good numeracy/literacy skills</p> <p><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> NVQ 2 national occupational standards (NOS) Level 2 in skills for care and development and knowledge /skills</p> <ul style="list-style-type: none"> <li>• supporting learning and play activities, including adapting activities to suit needs of early year's pupils.</li> </ul> <p><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> First aid training/training as appropriate.</p>	
<b>KNOWLEDGE AND SKILLS</b>	<p><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Effective use of ICT</p> <p><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Use of other equipment technology</p> <p><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Understanding of relevant polices/codes of practice and awareness of relevant legislation</p> <p><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> General understanding of national/foundation stage curriculum and other basic learning programmes/strategies</p> <p><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Basic understanding of child development and learning</p> <p><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Ability to self-evaluate learning needs and actively seek learning opportunities</p> <p><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Ability to relate well to children and adults</p>	

# CAMBRIAN

Nurturing Growth - Inspiring Minds



	<p><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Responsible for leading and adapting practical learning and play activities for individual or small groups of children.</p> <p>Provides assistance to children on social, welfare and health matters and provides support to the teacher on behaviour management of children.</p>	
<b>EXPERIENCE</b>	Working with or caring for children of relevant age	
<b>Special Requirements:</b>		
<b>Equal Opportunities:</b>		