



# IGNITE

LEARNING PARTNERSHIP

## **EARLY YEARS PRACTITIONER** JOB DESCRIPTION

**Job Title:**

**Early Years Practitioner**

**Grade:**

**4**

**Responsible To:**

**Assistant Headteacher  
(Early Years and KS1)**

## **Job Purpose:**

To provide high-quality care and education for children aged two years within the Little Fishes provision. The postholder will create a safe, stimulating and nurturing environment that supports children's learning, development and wellbeing in accordance with the Early Years Foundation Stage (EYFS) framework.

## **Main Duties & Responsibilities:**

### **Child Development and Learning**

- Plan and deliver engaging, age-appropriate activities that support children's learning and development.
- Promote children's personal, social, emotional, physical and communication development.
- Observe, assess and record children's progress in line with EYFS requirements.
- Support children to develop independence, confidence and positive relationships.
- Adapt provision to meet the individual needs of all children, including those with additional needs.

### **Care & Welfare**

- Ensure the safety, wellbeing and welfare of all children at all times.
- Follow safeguarding policies and procedures, reporting concerns appropriately.

- Support children's personal care needs whilst promoting dignity and independence.
- Maintain a safe, clean and welcoming learning environment.

### **Partnership Working**

- Develop positive relationships with parents and carers.
- Share information regarding children's development and achievements.
- Work collaboratively with colleagues and other professionals to support children's needs.
- Contribute to team meetings and ongoing provision development.

### **Professional Responsibilities**

- Maintain accurate records and documentation.
- Attend training and professional development opportunities.
- Adhere to safeguarding policy, school policies and procedures at all times.
- Undertake any other duties appropriate to the grade and nature of the post.



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## **EARLY YEARS PRACTITIONER PERSON SPECIFICATION**

Criteria	Essential	Desirable	Method of Assessment
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Level 3 Early Years qualification recognised by the Department for Education.</li> <li>• GCSE Grade C/4 or above in English and Mathematics (or equivalent).</li> </ul>	<ul style="list-style-type: none"> <li>• Paediatric First Aid qualification.</li> <li>• Safeguarding training.</li> <li>• Additional Early Years qualifications or professional development.</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Certificates</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with young children in an Early Years setting.</li> <li>• Experience of supporting children’s learning and development through play.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working specifically with children aged 2–3 years.</li> <li>• Experience of observing and assessing children using the EYFS framework.</li> <li>• Experience of working in partnership with parents and carers.</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Selection Process</li> <li>• References</li> </ul>
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>• Knowledge of the Early Years Foundation Stage (EYFS).</li> <li>• Understanding of child development.</li> <li>• Understanding of safeguarding and child protection responsibilities.</li> <li>• Awareness of health and safety requirements within an Early Years environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of inclusive practice and supporting children with additional needs.</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Selection Process</li> <li>• References</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent communication and interpersonal skills.</li> <li>• Ability to build positive relationships with children, families and colleagues.</li> <li>• Good organisational skills.</li> <li>• Ability to work effectively as part of a team.</li> <li>• Ability to maintain accurate records and observations.</li> </ul>		<ul style="list-style-type: none"> <li>• Selection Process</li> <li>• References</li> </ul>

Criteria	Essential	Desirable	Method of Assessment
Personal Qualities	<ul style="list-style-type: none"><li>• Warm, caring and nurturing approach.</li><li>• Enthusiasm and commitment to Early Years education.</li><li>• Patience, empathy and resilience.</li><li>• Flexible and adaptable attitude.</li><li>• Commitment to promoting children’s wellbeing and achievement.</li><li>• Professionalism, integrity and confidentiality.</li><li>• Commitment to safeguarding and promoting the welfare of children.</li><li>• Commitment to supporting the Christian values and ethos of the school.</li></ul>		<ul style="list-style-type: none"><li>• Selection Process</li><li>• References</li></ul>