

<b>JOB TITLE:</b>	Early Years Practitioner (Level 3)
<b>GRADE:</b>	KSA
<b>ALL STAFF RESPONSIBILITIES:</b>	<ul style="list-style-type: none"> <li>• To live our values of collaboration, citizenship, sustainability and achievement.</li> <li>• To follow our schools' and Trust's policies and procedures.</li> <li>• To value lifelong learning and develop skills and knowledge.</li> <li>• To adhere to the highest level of safeguarding and child protection.</li> </ul>
<b>MAIN PURPOSE OF THE ROLE:</b>	<p>The main purpose of this role is to work collaboratively with teachers and other staff to support teaching and learning, ensuring that all pupils, including those with differing needs and abilities, can access education and make progress.</p> <p>The Early Years Practitioner will support learning across the classroom as well as in keyworker groups, and one-to-one, while contributing to a safe, inclusive, and stimulating learning environment. You will also assist with pupils' social, emotional, and behavioural development to promote wellbeing and inclusion.</p>

## MAIN RESPONSIBILITIES

### Supporting Teaching and Learning

- Support teaching and learning across the classroom under the direction of the EYFS Lead.
- Work with individuals and small groups to reinforce learning, deliver targeted interventions and encourage independence.
- Support pupils to understand instructions, remain engaged and develop confidence as learners.
- Promote inclusion and adapt support to meet the needs of pupils with a range of abilities, including SEND.
- Provide clear feedback to the parents on pupils' progress, engagement and next steps.

### Supporting Wellbeing and Behaviour

- Maintain a positive, calm and consistent learning environment.
- Encourage positive behaviour, focus and participation in learning activities.
- Support pupils' social, emotional and mental wellbeing, promoting positive relationships and self-esteem.
- Report any concerns regarding pupils' welfare, behaviour or progress in line with school procedures.



### Creating a Positive Learning Environment

---

- Prepare, set up and clear away learning resources and classroom materials.
- Support the presentation of pupils' work through displays and classroom organisation.
- Contribute to maintaining a safe, welcoming and stimulating learning environment.

### Additional Responsibilities May Include

---

- Recording basic pupil data, observations and learning evidence.
- Supporting learning through play-based and practical activities.
- Assisting with break-time and lunchtime supervision, including organising games and activities.
- Supporting pupils on school events.
- Supporting pupils with personal care needs (e.g. toileting, hygiene, dressing and eating) in line with school guidance.
- Supporting pupils following therapy, care or behaviour programmes under the direction of teaching staff or external professionals.
- Updating pupils progress and daily routine on Tapestry, including personal care.

### Safeguarding & Knowledge

---

- Recognise and report any concerns about pupils' safety, wellbeing, behaviour or development, following school safeguarding procedures.
- Maintain safe working practices, professional boundaries and confidentiality when working with pupils.
- Support pupils' wellbeing, inclusion and positive behaviour, ensuring a safe and secure learning environment for all.

- This job description outlines the duties of the post at the time of publication.
- Hours and responsibilities may be adjusted to meet the needs of the school.
- The post holder may be asked to carry out other reasonable duties without changing the role's general responsibilities.
- Priorities will be reviewed annually through performance management.

**PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
Qualifications	Full and relevant DfE qualification at Level 3 such as Level 3 Early Years Educator (or equivalent) with practical skills	Foundation Degree in Early Years  Full Paediatric First Aid
Experience	Experience working with 2-4 year olds in a nursery (this can include work experience placements)	<ul style="list-style-type: none"> <li>• Experience supporting pupils with Special Educational Needs and Disabilities (SEND)</li> <li>• Knowledge of planning activities</li> <li>• Experience of completing 2 year old check</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Good literacy and numeracy skills; Basic IT skills to support learning and record keeping; Ability to work effectively with individuals, small groups, and whole classes;</li> <li>• Strong communication and interpersonal skills;</li> <li>• Ability to build positive relationships with children and adults; Patience, flexibility, and a positive approach to supporting learning</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in planning and delivering small group interventions;</li> <li>• Ability to support pupils in using ICT and learning technologies; Knowledge of using assessment and tracking tools;</li> <li>• Experience supporting behaviour management strategies and restorative practices</li> </ul>
Knowledge & Understanding	<ul style="list-style-type: none"> <li>• Understanding of, or willingness to learn about, safeguarding, child protection, health and safety, equal opportunities, and confidentiality;</li> <li>• Commitment to inclusion and promoting the welfare of children;</li> <li>• Understanding of child development and age-appropriate learning strategies</li> <li>• Familiarity with statutory frameworks such as the Early Years Foundation Stage (EYFS)</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Individual Education Plans (IEPs) and Behaviour Plans;</li> <li>• Awareness of strategies to support emotional wellbeing and social development;</li> <li>• Understanding of educational SEND legislation and inclusion practices</li> </ul>
Personal Attributes	<ul style="list-style-type: none"> <li>• Reliable, punctual, and flexible;</li> <li>• Team player with the ability to take initiative;</li> <li>• Enthusiastic, approachable, and resilient;</li> <li>• Positive role model for pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership potential or willingness to take on additional responsibilities;</li> <li>• Interest in professional development and continuous learning;</li> <li>• Creative approach to engaging pupils in learning activities</li> </ul>

# Cygnus Academies Trust

## Job Description and Person Specification



	<b>Essential</b>	<b>Desirable</b>
Safeguarding & Professional Conduct	<ul style="list-style-type: none"> <li>• Commitment to safeguarding and promoting the welfare of children;</li> <li>• Ability to maintain professional boundaries;</li> <li>• Ability to report concerns promptly and appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Experience undertaking safeguarding training;</li> <li>• Understanding of Prevent duty, online safety, and e-safety procedures</li> </ul>

