



**Swavesey
Primary
School**

Middlewatch, Swavesey, CB24 4RN

Head Teacher: Anna-Claire Norden

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Swavesey Primary School

Job Description & Person Specification

School Vision

Our school aims to develop children who are:

- happy, healthy and confident
- ready, independent, life long learners
- resilient, resourceful and reflective learners
- responsible, honest global citizens

Through:

- A safe, stimulating and healthy environment
- Teaching which is inspiring, inclusive and active
- A broad challenging curriculum
- Encouraging creativity, individualism and team work
- Celebration of successes in all aspects of achievement
- Excellent partnerships with parents, governors and the community

All Staff are expected to:

- Work towards and support the school vision and the current school objectives outlined in the school development plan
- Support and contribute to the school's responsibility for safeguarding pupils
- To respect confidentiality of information at all times
- Work within the school's health and safety policy to ensure a safe working environment for staff, pupils and visitors
- Work within the school's equality and diversity policy to promote equality and equitable opportunity for all staff and pupils, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues
- Engage actively in the performance review process
- Adhere to policies as communicated upon induction and circulated if amended.
- To read weekly briefing notes and accompanying information as circulated via email
- To attend or complete online relevant training courses such as safeguarding, health and safety
- Undertake any other reasonable duties required that are related to the job purpose from time to time

Employment Details

Job Title:	Early Years Practitioner
Department/Phase:	Early Years and Playwork Centre
Reports to (Job Title):	Early Years and Playwork Manager
Type of Position:	Permanent
Hours of work:	Monday - Friday From 7.30am, 37 hours per week
Level and Scale Point:	Dependent on experience - £20,461 - £20,785 FTE (based on term time plus holiday entitlement)

Job Purpose:

- To assist the Early Years and Playwork Manager in providing safe, high quality education and care for children aged between 2 years and school age.
- To fulfil legal and statutory requirements.
- To contribute to and implement school policies.
- To act as a key person for a group of children and communicate progress on a regular basis with their parents.
- To take an active part in whole school life.

Main Duties / Responsibilities

Responsibility:

- To ensure that the Early Years and Playwork Centre is a safe environment for children, that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times, and fire drills are regularly practised.
- Assist with the daily preparation, supervision and offering learning opportunities in all 7 areas of learning in an engaged, caring and safe environment for children aged 2-11 years
- Have an understanding of the new Early Years Foundation stage (EYFS 2021), to aid each child's developmental needs. (Training will be given)
- Give care to the children including welcoming new members to the centre and the safe handover of children to parents/guardians passing on appropriate information about their child.
- Take part in preparing and clearing activities and equipment, organising the planning, and the order and purchase of materials and equipment.
- Assist in ensuring that records, observations and registers of children are taken and kept in a professional and confidential manner.
- Contribute to maintaining day to day discipline
- Work in a safe manner and consider the play and learning environment and any matters affecting the children, advising the Manager of any identified risks.
- Be aware of and work within the policies and procedures of the Centre. Raise any concerns or questions about policy or procedures with the Manager or Head Teacher immediately.
- Administer first aid as appropriate and progressing further treatment as necessary.
- Deal sensitively and confidentially with any matters of personal information about the children and /or their families which may be obtained in the course of working in the centre.
- Participate in compulsory and necessary training such as First Aid, Child protection and Food Hygiene. Also, any other relevant courses for the best practice of our centre and your personal progression.
- Encourage the involvement and support of parents and positively promote the centre to parents and in the local community.
- Report all accidents to the manger and record appropriately
- Show enthusiasm and competence in all duties expected of the role to maintain best practice
- Attend staff meetings for planning and updates.
- An ability to work flexible hours within 7.30am to 6pm.
- To keep confidential any information regarding children, their families or other staff members, learned as part of the job.
- To undertake in-service training courses as required.
- To help with fund raising activities and attend Early Years outings.
- To undertake any other reasonable duties, as directed by the Senior staff, in accordance with the centre's objectives.

Personal Specification

	Essential	Desirable
Qualifications & Training	• Good personal experience of supervising /parenting children	• GCSEs in English and Maths or equivalents. • Some prior experience of working in pre-school setting
Experience	• Can meet all the requirements of Early Years Practitioner description.	
Knowledge & Skills	• Enthusiasm for the post. • Strong team player. • Can quickly establish a good rapport with children and parents/carers • Flexible and adaptable • Friendly but firm approach • Sense of humour • Able to use their initiative.	
Other	• Show calmness, patience and understanding • Willing to gain further understanding of specific learning needs/ difficulties • Willing to participate in training. • Understand importance of maintaining confidentiality	

Prepared by

Name:	Anna-Claire Norden	Signature:		Date:	28/03/2022
Title and/or Department:		Head Teacher, Swavesey Primary School			

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.