



OVERSTONE COMBINED SCHOOL

JOB DESCRIPTION

Job Title: Level 3 EYFS Practitioner

Location: School-Based EYFS Provision

Responsible to: Early Years Leader / Headteacher

Salary Grade: In line with school support staff pay scale

Contract Type: Term-time only plus INSET days as requested

Purpose of the Role

To support the delivery of high-quality early years education in line with the **Early Years Foundation Stage (EYFS)** statutory framework. The postholder will work as part of the EYFS team to provide a safe, nurturing, stimulating and inclusive environment that supports children's learning, development and wellbeing.

Key Responsibilities

1. Teaching and Learning

- Support the planning and delivery of engaging, play-based learning experiences in line with the EYFS framework.
- Observe, assess and record children's progress and contribute to individual learning journeys.
- Act as a key person for a group of children, building secure attachments and positive relationships.
- Support children's language, communication, personal, social and emotional development.
- Promote early literacy and numeracy through meaningful activities.
- Adapt provision to meet the needs of all children, including those with SEND and EAL.

2. Safeguarding and Welfare

- Ensure safeguarding procedures are followed in accordance with school policy and **Keeping Children Safe in Education (KCSIE)**.
- Maintain a safe, clean and stimulating environment.
- Follow health and safety procedures at all times.
- Administer first aid (if qualified) and report accidents in line with school procedures.

3. Partnership with Parents and Professionals

- Develop positive partnerships with parents and carers.
- Provide feedback on children's development and next steps.
- Work collaboratively with teachers, Inclusion Manager and external professionals.

4. Professional Responsibilities

- Attend staff meetings, training and professional development sessions.
- Contribute to the evaluation and development of the pre-school provision.
- Maintain confidentiality and uphold the school's ethos and values.
- Support transition arrangements within EYFS and into KS1.

5. General Duties

- Promote equality, diversity and inclusion.
- Undertake any other reasonable duties as directed by the Early Years Leader or Headteacher.



PERSON SPECIFICATION

Essential Qualifications

- Full and relevant Level 3 Early Years qualification (as defined by the Department for Education).
- GCSE (or equivalent) in English and Mathematics (Grade 4/C or above).
- Paediatric First Aid (or willingness to obtain).

Essential Knowledge

- Secure understanding of the Early Years Foundation Stage (EYFS).
- Knowledge of child development from birth to 5 years.
- Understanding of safeguarding and child protection procedures, including **Keeping Children Safe in Education**.
- Awareness of inclusive practice and supporting children with additional needs.

Essential Skills and Experience

- Experience working with children aged 3–4 years.
- Experience observing and assessing children's learning.
- Ability to plan and deliver engaging early years activities.
- Strong communication and interpersonal skills.
- Ability to work effectively as part of a team.
- Good organisational and time management skills.
- Ability to build positive relationships with children and families.

Desirable

- Experience working in a school-based pre-school.
- Knowledge of phonics and early language development strategies.
- Experience supporting children with SEND.

Personal Qualities

- Warm, nurturing and patient approach.
- Enthusiastic and motivated.
- Reflective practitioner with a commitment to continuous professional development.
- Reliable, flexible and professional.
- Committed to safeguarding and promoting the welfare of children.