

Job Description – Early Years Practitioner



Diocese of Salisbury
Academy Trust
'Beyond expectations for all of God's children'

Job Title: Early Years Practitioner

Reports to: Early Years Supervisor / Headteacher

Liaison with: Headteacher, Hub Business Managers, School-based administrators, and Parents.

Main Job Purpose:

To assist the Early Years Supervisor in providing a safe, secure, and stimulating nursery learning environment.

Main Duties:

- Carry out planned activities under the general guidance, direction and supervision of the Early Years Supervisor / Headteacher.
- Be a member of a team providing high quality childcare provisions.
- To help maintain the safety, security, personal and emotional welfare of the children, bringing to the attention of the Early Years Supervisor / Headteacher anything about a child which gives cause for concern.
- To take responsibility for a key group of children.
- Contribute to the planning and delivery of a curriculum, which leads towards the meeting of agreed objectives and targets.
- Ensure children's development records are accurately maintained and educational continuity is supported, as directed by the Early Years Supervisor.
- Share responsibility for the care, presentation, display, safety, organisation and appearance of the facilities and equipment.
- Be committed to the principles of equality of opportunity for all.
- Encourage parental involvement and maintain appropriate levels of confidentiality.
- To be aware of general health, safety, welfare and hygiene standards and ensure that standards are met in line with school policy.
- Attend meetings and professional learning opportunities as required.
- Support the smooth transition of children to their next phase of education including liaison with Reception staff.
- Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.
- Read, discuss, understand and implement all policies.

Health and Safety and Safeguarding:

- Comply with the Trust's Health and Safety rules and regulations, and with Health and Safety legislation.
- To fully comply with the Trust's safeguarding policy - Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.
- Work within the school policies and procedures.

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.

Person Specification – Early Years Practitioner



Diocese of Salisbury
Academy Trust
'Beyond expectations for all of God's children'

| Key Criteria | Essential | Desirable | Assessed |
|-------------------------------------|--|--|-------------------------------|
| Education and Qualifications | <ul style="list-style-type: none"> Qualification in English/literacy and mathematics/numeracy, equivalent to at least Level 2 of the National Qualifications Framework Hold a Level 2 Childcare qualification, or above | <ul style="list-style-type: none"> Willingness to undertake further relevant study or training and be committed to undertaking further development as required A First Aid Qualification | Application Form Interview |
| Knowledge and Understanding | <ul style="list-style-type: none"> To have a secure knowledge of child development and ways in which children can be encouraged to learn To have the ability to establish good relationships with children, parents and other staff, communicating clearly and sensitively To relate well to pupils and adults and work co-operatively with the staff team and with parents to share knowledge and expertise for the benefit of the children To be aware of the need for confidentiality To have a commitment to equal opportunities Knowledge of safeguarding children | <ul style="list-style-type: none"> Knowledge of EYFS Curriculum | Application Form Interview |
| Experience | <ul style="list-style-type: none"> Practical experience of working in an early years setting, either as part of training or employment | <ul style="list-style-type: none"> Experience of working in a school environment | Application Form Interview |
| Personal Attributes | <ul style="list-style-type: none"> Willingness and ability to be flexible in duties and hours worked Ability to get on well with a wide variety of people, be tactful and ensure confidentiality An interest in issues relating to teaching and learning Commitment to own professional learning Smart and professional appearance Reliability and integrity Commitment to safeguarding and protecting the welfare of children Support the Trust's vision, Christian ethos and values that are embedded in the day to day and long-term running of the setting and the wider school Support the Trust's values of love, hope and joy. | | Application Form Interview |