



Cygnus Academies Trust

Job Description: Early Years Practitioner (flexible hours)

Grade: Level 2
Responsible to: Assistant Head Teacher

Responsible for:

Supporting the delivery of high-quality childcare and education in a fun, safe, and stimulating environment for children aged 9 months – 3 years. Working closely with the children, helping them develop across key areas of learning, and supporting their emotional, social, and cognitive development.

Working Hours:

The role is for 19 hours per week, worked flexibly to support the operational needs of the setting. Shifts will fall between 7:45am and 5:45pm and may vary week-to-week depending on staffing and child ratios.

Duties:

These duties are expected to be exercised and completed in accordance with the pre-school policy:

- Provide consistent, responsive care to support the attachment needs of very young children, including comfort, reassurance, and secure routines.
- Use rich, responsive communication to support early language development, including naming, describing, singing, and storytelling.
- Undertake personal care tasks including nappy changing and toilet training, ensuring dignity, hygiene, and a positive experience for the child.
- Contribute to the development and setup of a high-quality learning environment as part of a new provision, including the organisation of resources and creation of learning areas.
- Good understanding of developmental stages and typical behaviours in children aged 0–3 years.
- Proactive and adaptable, with the ability to respond to the changing needs of a new early years setting.
- Implement and deliver the EYFS curriculum in accordance with the children's care and/or development, social, emotional, physical and intellectual needs.
- The Key Person will help to create a positive, engaging, and safe environment where children feel secure and confident.
- To respond to each child's need for individual care and attention and provide a high level of care and supervision that will enhance the children's general health and well-being.
- Observe and keep informative, accurate and up to date records and assessments of children's progress and development, ensuring that individual needs are met.
- Foster positive relationships with children, colleagues, and parents.
- The Key Person will liaise closely with parents and carers to inform parents of their child's progress and encourage them to become involved in their child's learning.
- To liaise and work in partnership with other agencies, both statutory and voluntary where appropriate.
- Follow all safeguarding and health and safety policies to ensure the well-being of children at all times.
- Encourage positive behaviour and help children develop social skills and self-regulation.
- Maintain the cleanliness and tidiness of the setting, ensuring that resources and materials are properly stored and accessible.
- Carry out any recommendations made following regulatory inspections.

- Assist with daily routines, including mealtimes and transitions between activities.
- Take part in staff meetings, training, and development opportunities to enhance your practice.
- To undertake any reasonable duties as directed by Senior Leaders.

Essential Qualifications & Skills:

- Full and relevant qualification, (the DfE's list of approved qualifications available via the GOV.UK Early Years Qualifications List).
- Previous experience in an early years setting (either through work or placement).
- A genuine passion for working with young children and a commitment to their development.
- Strong communication and interpersonal skills.
- Ability to work effectively within a team and independently.
- A positive and caring attitude with a focus on making a difference in children's lives.
- Knowledge of safeguarding procedures and child protection guidelines.
- Show flexibility and a willingness to support staff ratios across the working week.

Desirable:

- Paediatric First Aid qualification.
- Knowledge of technology to support children's learning.
- Experience supporting children with additional needs.
- Familiarity with the Birth to 5 Matters or Development Matters guidance.
- Training in schemas or heuristic play.
- Awareness of the Curiosity Approach or similar child-led pedagogy.

The duties may be varied to meet the changing demands of the school at the reasonable direction of the Headteacher. This job description does not form part of the contract of employment. It describes the way the Early Years Practitioner is expected and required to perform and complete the particular duties set out above.

Signed _____

Date _____