

Job Description – Early Years Practitioner

Responsible to: Preschool Lead, EYFS Lead and Headteachers

Scale: J/K grade

Job Purpose:

To contribute to providing a responsive, nurturing and stimulating environment for children and to work within the context of the local community, and in partnership with carers/families and professionals.

Main duties:

- To promote the setting's vision and values throughout provision and practice
- To understand and work to the setting's policies and procedures e.g. child protection, health and safety, confidentiality and behaviour
- To work to the National and Local Standards and Ofsted requirements
- To meet the needs of the children through physical care, relationships, play and interaction
- To contribute to a nurturing, stimulating and challenging environment for children both indoors and outdoors
- To contribute to observations of individual children which enable staff to respond to and plan for children's individual needs and development
- To contribute to planning for individual children to celebrate and extend their interests, well-being and learning
- To contribute to record keeping for individual children
- To contribute to maintaining appropriate resources and equipment
- To work as a member of a team and attend team meetings as required

Supplementary Accountabilities:

- Working with children with English as an additional language or with SEND

Knowledge and Experience

- Good standard of literacy and numeracy
- Level 3 qualification relevant to Early Years
- Courses completed in early years e.g. working with parents, behaviour management, paediatric first aid, ICT skills
- Direct experience of working with children aged 2 to 5 years. Recognising and responding to children's needs, interests and development
- Supporting and extending children's all-round development through a stimulating and challenging environment both indoors and outdoors
- Working as part of a team
- Commitment to equal opportunities and provision that responds to each individual child and family

- Awareness of issues or regulations | Early Years services, eg. Children's rights or health, safety and hygiene regulations
- Knowledge of the Foundation Stage curriculum

Decision Making

- Working under the direction of the line manager/preschool leader with some discretion to make minor decisions
- Contribute to Individual Education Plans

Contacts and Relationships

- Headteacher
- EYFS Leader
- Preschool Leader
- School Business Officer
- Governors
- Education Professionals
- Parents
- Staff
- Pupils

Creativity and Innovation

- Accurate record keeping
- Individual Education Plans
- Classroom displays

Safeguarding

- To put into practice the school's Child Protection procedures to ensure our pupils are safe.
- To ensure that all health & safety, first aid and hygiene policies are adhered to at all times.
- The post holder has a responsibility to promote and safeguard the safety and welfare of children in accordance with the school's child protection and behaviour management.

In accordance with the provisions of the GDPR Regulations May 2018, jobholders should take reasonable care to ensure that personal data is not disclosed outside the Trust procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Trust's written procedures.

The Blue Kite Trust is committed to Safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.