

Job Description

Role	Early Year Practitioner
Reports To	Headteacher
Location	Woodpecker Hall Academy
Working Pattern	Monday to Friday – 36 hours per week
Contract Type	Fixed Term until 31/08/2027 Term Time + 1 week – 39 weeks per year
Salary	NSCT Pay Range: 14 – 17 FTE Salary: £26,502 – £27,767 per annum Actual Salary: £22,668.27 – £23,750 per annum NSCT Health Cash Plan + Generous Pension
Annual Leave	24 days + 8 Bank Holidays Holiday year runs from 1 st September – 31 st August. Annual leave entitlements are calculated in your salary. No additional paid leave is provided and leave is taken during school closures.

Job Purpose

To support the EYFS and leadership team in the day-to-day running of the nursery, contributing to the delivery of a high-quality, safe and stimulating early years provision. The Early Years Practitioner will provide high standards of care, teaching and learning through a balanced and engaging Early Years Foundation Stage (EYFS) curriculum, ensuring children’s individual needs are met and their development is effectively supported.

The role includes acting as a Key Person, building positive relationships with children and their families, and working collaboratively with colleagues, parents/carers and external agencies to promote positive outcomes for all children. The Early Years Practitioner will also ensure safeguarding, health and safety requirements and statutory obligations are consistently followed, supporting a safe and compliant nursery environment.

Employees will be expected to comply with any reasonable request from their line manager and senior leadership team to undertake work of a similar level and grade that is not specified in this job description. Following consultation with you, this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Key Responsibilities

Teaching, learning and curriculum:

- Support the delivery of an exciting, age-appropriate and varied EYFS curriculum that meets the developmental needs of all children.
- Plan and implement daily and weekly activities, including “planning in the moment” approaches, ensuring learning is responsive and engaging.
- Support and enhance continuous provision to promote independent learning and child-initiated exploration.
- Ensure all activities are inclusive, appropriately adapted and suitable for each child’s age and stage of development.
- Support children’s communication and language development through high-quality interactions, modelling and sustained shared thinking.
- Support the identification of children’s needs and contribute to the organisation of appropriate interventions where required.

Assessment, observation and planning:

- Observe, monitor and record children's development in line with EYFS requirements.
- Maintain accurate and up-to-date records of children's progress and development.
- Use observations to support ongoing planning and next steps for learning.
- Ensure records, assessments and progress information are completed accurately and in a timely manner.
- Support early identification of potential developmental delays and contribute to appropriate early support strategies.

Key Person duties and parental engagement:

- Undertake Key Person responsibilities for allocated children, supporting their emotional wellbeing, care and development.
- Use the settling-in period to build strong relationships with children and parents/carers.
- Support children through daily routines and transitions to ensure emotional security and consistency.
- Maintain regular communication with parents/carers regarding children's progress, wellbeing and daily experiences.
- Share relevant information to support continuity of care and learning between home and nursery.

Safeguarding, welfare and inclusion:

- Take responsibility for safeguarding, health, safety and wellbeing of all children at all times.
- Report any safeguarding concerns promptly in line with nursery and Trust procedures.
- Support children with SEND, additional needs or medical needs in line with agreed care plans.
- Work in partnership with external agencies such as Speech and Language and Community Outreach teams.
- Promote positive behaviour through praise, encouragement and consistent expectations.

Environment and daily practice:

- Ensure the nursery environment is safe, clean, well-organised and appropriately resourced.
- Prepare, set up and clear away learning materials and resources in line with daily routines.
- Ensure displays, notice boards and learning areas are current, well-presented and reflect children's learning.
- Support daily routines including transitions, mealtimes and outdoor play.
- Adhere to nursery policies, procedures and rotas at all times.

Teamwork and professional responsibilities:

- Work effectively as part of the EYFS team to support high-quality provision.
- Attend team meetings, planning sessions and training as required.
- Ensure appropriate staff ratios are maintained when attending meetings.
- Support communication with parents/carers and share relevant updates where appropriate.
- Reflect on practice and contribute to discussions to support continuous improvement within the team.
- Ensure breaks are taken at appropriate times in line with nursery organisation.
- Work as part of the team to deliver high-quality learning experiences across all areas of learning and development.

Ethos:

- Support the Trust’s vision, mission and strategic priorities, contributing to the achievement of “Stronger Together”.
- Act as a professional ambassador for the Trust, representing its values within your role and wider community.
- Demonstrate and uphold the Trust’s values of inclusion, ambition, support, kindness and integrity in all aspects of practice.
- Build and maintain positive, respectful and professional relationships with colleagues, parents, carers, stakeholders and the wider community.
- Actively contribute to Trust-wide initiatives, events and community engagement, reflecting the Trust’s commitment to Education, Community and Opportunity (ECO).
- Work collaboratively with colleagues across the Trust to support high standards and continuous improvement for all pupils.

Professional development and collaboration:

- Engage fully in professional development activities and performance management processes, demonstrating a commitment to continuous professional growth.
- Collaborate effectively with colleagues across the Trust to share good practice and contribute to sustained improvement in teaching and learning.
- Remain open to new ideas, evidence-informed approaches, technologies and strategies in line with Trust priorities and educational developments.
- Contribute constructively to quality assurance and internal review processes, working with senior leaders to support professional learning and improvement.

Safeguarding and well-being:

- Promoting and uphold a culture where safeguarding and the welfare of children and young people is everyone’s responsibility.
- Comply fully with statutory safeguarding requirements, including Keeping Children Safe in Education (KCSiE) and all Trust safeguarding policies and procedures.
- Act promptly on any safeguarding concerns or disclosures, following Trust reporting procedures without delay.
- Contribute to the creation of a safe, secure and supportive environment for pupils and staff, both physically and emotionally.
- Engage in all mandatory safeguarding training and ensure knowledge is kept up to date in line with role requirements.
- Promote inclusion, mental health awareness and well-being, recognising their importance in supporting positive outcomes for pupils and staff.

Professional conduct and compliance:

- Adhere to all Trust and academy policies, procedures and codes of conduct, ensuring consistency with organisational expectations.
- Comply with health and safety requirements to maintain a safe working environment for pupils, staff and visitors.
- Promote equality, diversity and inclusion in all aspects of practice, ensuring a culture free from discrimination or harassment.

- Uphold British Values and comply with the Prevent Duty in line with statutory guidance.
- Contribute to the Trust’s strategic priorities through professional behaviour, attitude and practice.
- Engage positively with audits, inspections and quality assurance processes to support accountability and continuous improvement.
- Maintain high standards of professionalism in conduct, communication and appearance, acting as a role model at all times.
- Build and maintain positive relationships with parents, carers, stakeholders and the wider community in support of Trust objectives.
- Participate in outreach and engagement activities that strengthen links between the Trust, families and the wider community.

Acknowledgment and Agreement

By signing below, you acknowledge that you have read and understood the job description, including the roles, responsibilities and expectations outlined. You agree to perform these duties to the best of your ability and in accordance with the Trust’s policies and procedures.

Employee Name:	Employee Signature:	Date:
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Job Specification

Qualifications (or equivalent qualification)	Essential	Desirable
Grade 4 (C) or above GCSEs in English / Mathematics (Science desirable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Education to A level or degree standards	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Level 3 Early Years Educator (EYFS) qualification or equivalent	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Paediatric First Aid qualification	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Evidence of ongoing Continuous Professional Development (CPD)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Professional Experience	Essential	Desirable
Experience as an Early Years Practitioner or in a similar role within a nursery or early years setting	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to support and contribute to planning an age-appropriate, exciting and varied EYFS curriculum that meets children’s developmental needs	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supporting learning through play and child-led activities	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Observing, monitoring and recording children’s development and delivering learning activities in line with the EYFS framework.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supporting children with SEND, EAL and other additional needs	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Managing and supporting small groups activities or one-to-one early interventions	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Support early years routines, behaviour management and pastoral care	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Actively involved in extracurricular activities and enrichment programmes	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Engaging with stakeholders to build strong, collaborative relationships and aligned goals	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Skills and Knowledge	Essential	Desirable
Good understanding of the Early Years Foundation Stage (EYFS) statutory framework	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Knowledge and understanding of supporting a high-quality teaching and learning environment within an EYFS setting	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Understanding of early childhood development	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Paediatric first aid skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Knowledge of attachment theory; how to build secure relationships with young children	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Positive behaviour management techniques suitable for young children	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to engage and inspire young children across a diverse range of abilities and needs	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Awareness of potential learning barriers and strategies to address them	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proficient in IT, including Microsoft 365 applications	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Familiarity with role-specific platforms, digital tools and resources to enhance teaching and learning experiences	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Awareness of online safety and responsible use of digital tools	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Understanding of safeguarding, child protection and health & safety	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Knowledge of equality, diversity and inclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Understanding of GDPR and data protection regulations in education	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Attributes	Essential	Desirable
Communicate professionally and respectfully with pupils, staff and the wider community, using clear verbal, written and interpersonal skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work collaboratively and constructively with colleagues and the wider academy community to support a positive environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Handle disagreements and challenging situations calmly and professionally, promoting respect and resolution	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Remain calm, approachable and solution-focused under pressure and when challenged	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Prioritise the safety, wellbeing and development of pupils and staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Take the initiative and respond proactively to the needs of pupils and colleagues	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Be punctual, reliable and committed to professional responsibilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Manage time effectively, meet deadlines and adapt to changing demands	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Demonstrate strong organisational skills with accuracy and attention to detail	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Exercise discretion and maintain confidentiality when handling sensitive information	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Uphold ethical standards and demonstrate high levels of trust and integrity	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Aligned with Trust values demonstrate a positive attitude and act as a role model	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Value diversity and actively contribute to an inclusive environment for all	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Engage in self-reflection, embrace professional development and use creativity and technology to enhance practice	<input checked="" type="checkbox"/>	<input type="checkbox"/>