



SOUTH WEST ESSEX
COMMUNITY EDUCATION TRUST

Job Description

EYFS Practitioner





JOB TITLE: EYFS Practitioner

REPORTS TO: Headteacher, Assistant Headteacher (SENDCo), Nursery Class Teacher

GRADE / SCALE: Grade C

JOB PURPOSE

To work alongside the teacher to lead a team of Nursery Assistants, plan activities, liaise with parents regarding new intakes, provide general class support and be a named key worker within our Nursery setting (2-3 year olds).

To support pupils' learning and development in collaboration with other teachers and support staff. A willingness to learn, coupled with good interpersonal skills and a desire to make a difference in the lives of children.

KEY CORPORATE ACCOUNTABILITIES

- Commitment to the Trust and school's vision and values;
- To maintain awareness of and commitment to the Trust's Equality, Diversity and Inclusion in Employment Policy in relation to both, employment and service delivery and to observe of conduct which prevents discrimination taking place;
- To comply with all Trust policies and procedures including the Code of Conduct, Safeguarding Policy and E-Safety Policy;
- Undertake safeguarding training at least annually, with further updates as required;
- To fully comply with the Health and Safety at Work Act 1974, the Trust's Health and Safety Policy and all locally agreed safe methods of work;
- To work with colleagues to achieve service plan objectives and targets;
- To participate in the Performance Management Procedure and contribute to the identification of team development needs; and
- At the discretion of the Headteacher, such other activities as may from time-to-time be agreed and are consistent with the nature of the job description herein.

PRINCIPAL ACCOUNTABILITIES

- Working with pupils where specialist communication or language skills are required e.g. use of makaton, BSL (sign language), Braille etc.
- Having line management responsibility for other staff.
- Provide a stimulating, educational and safe environment for children in which they can develop to their full potential
- Supervise pupils in their activities, at play and at mealtimes
- To plan and record provision and resources on a weekly basis
- To plan for child initiated and adult led activities
- To record observations on Tapestry, online learning journal
- To monitor other members of staff, ensuring they complete their observations of key children
- To organise distribution of key children
- To liaise with parents
- To write end of year reports
- To write SEN plans and support the Nursery teacher to write funding applications if needed.



DUTIES

- To plan, prepare and line manage the classroom staff and children within the nursery alongside the class teacher
- To work with and support the staff in fulfilling the social, emotional, educational and welfare needs of the pupils
- To work with the Nursery Lead to provide a high quality curriculum and promote the ethos and principles of the school
- To work closely with parents, help to organise home visits and ensure smooth transition in to nursery
- To provide general physical care and attention to pupils, including attending to minor sickness, injury or soiling
- To support children in their indoor and outdoor learning environments paying particular attention to the curriculum
- To carry out individual observations, assessments and reports
- To liaise with external agencies with regards to the development of the children, alongside the Nursery Lead
- To set up and clear away equipment
- To assist in the preparation of classroom activities
- To escort pupils on educational visits
- To help prepare and display pupils' work
- To assist with the training of students on placement
- To pay regard to the school's Equal Opportunities, Race Equality and Multicultural Policy, Staff Absence Policy and Health and Safety Policy
- To establish positive relationships with pupils and their parents/carers
- Promote the inclusion and acceptance of children with special needs ensuring access to activities through appropriate clarification, explanation and resources
- Complete assessments and SEN plans
- Assist pupils with snack/mealtimes, including preparation of food, assisting with eating and clearing up as appropriate
- Liaise with other staff and provide information about pupils as appropriate
- Attend relevant school meetings as required
- To respect confidentiality at all times

GENERAL

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time-to-time. Any such duties should not, however, substantially change the general character of the post.



This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

I confirm that I have read and understood, and that I accept, the above job description:

Signature: Date: Name in full

Person Specification - EYFS Practitioner

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Successful recent experience working with nursery/early years children. Level 3, NNEB or equivalent. Good general standard of education. Experience in leading a pre-school room
	Knowledge of relevant policies and procedures	First aid qualification. Knowledge of child development. Knowledge of EYFS curriculum and framework Knowledge of assessment techniques for young children. Understanding of child protection policies and procedures.
	Literacy	Good literacy skills
	Numeracy	Good numeracy skills
	Technology	Ability to use equipment e.g. photocopier, specialist equipment e.g. for technicians, IT packages etc.
Communication	Written	Ability to write detailed reports.
	Verbal	Listening Skills Ability to exchange information clearly with children and adults Ability to express own views and opinions.
	Languages	Able to support pupils with specialist communication or language skills
	Negotiating	Ability to consult effectively with children and adults Ability to motivate, encourage and empower children and staff
Working with children	Behaviour Management	Understand and implement school behaviour management policy. Ability to manage groups of children, ensuring pupils remain on task.
	SEND	Understand and support the differences in children and respond appropriately.
	Curriculum/School organisation	Working knowledge and experience of implementing the EYFS curriculum and other learning programmes
	Child Development	Understanding of different developmental stages and the impact of experience on these developments Understand the way in which play can support child development
	Health & Wellbeing	Understand and promote the value of emotional and physical wellbeing in children and staff. Take responsibility for own wellbeing

Working with others	Working with partners	Ability to forge networks and links with internal and external partners
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults. Able to use appropriate communication styles Ability to build open and honest relationships.
	Teamwork	Able to lead a team Ability to work independently Know when and how to seek support Knowledge of own position within a team environment and the boundaries which apply.
	Information	Ability to record and report observations in an appropriate manner. Ability to distinguish between opinion and fact. Able to follow and give instructions
Responsibilities	Organisational skills	Ability to be proactive and initiate action
	Line Management	Ability to manage and support the work of others
	Time Management	Ability to manage own time effectively
	Creativity	Demonstrate creativity and an ability to resolve problems independently
General	Equalities	Demonstrate commitment to treating all people fairly
	Health & Safety	Good understanding of Health and Safety
	Child Protection	Understand what is meant by safeguarding and the different way in which children can be harmed Understand and comply with children protection procedures
	Confidentiality/Data Protection	Understand and comply with procedures and legislation relating to confidentiality
	CPD	Evidence of continual professional development.