Job Description and Specification

EARLY YEARS PRACTITIONER – RGS The Grange

Responsible to: Pre-School Leader

Location: RGS The Grange plus RGS Worcester and RGS Springfield when required.

General Purpose

To work as part of the Pre-School or Nursery team under the direction of the Head of Early Years and Room leader to provide safe, stimulating and varied programmes of play and high quality education and care for young children.

Key Tasks and Responsibilities

TEACHING AND LEARNING

- To act as a key person in Pre-School or Nursery and plan daily Key Group activities.
- Instil a love of learning through a wide range of creative teaching styles and to facilitate a learning experience that provides all children with the opportunity to achieve their individual potential both in and beyond the classroom.
- To have a thorough understanding of the EYFS curriculum.
- Help to maintain a well organised, tidy, pupil friendly and interactive learning environment. Maintaining high standards of display.
- To assist with the planning and delivery of the daily programme of pre-school or Nursery activities and events.
- To complete the children's Learning Journeys and assessment of progress in Pre-School and Nursery.
- To attend termly parents' meetings in Pre-School or Nursery to allow two-way discussion of children's progress.
- To attend weekly meetings to plan and prepare for the week/ term/ year ahead.
- To be IT literate and have the ability to keep electronic/paper records up to date.

PASTORAL CARE

- To assist in ensuring records are properly maintained eg. Daily registers, room risk assessments, accident and incident books.

- To liaise regularly with parents about their children's needs, interests and progress and encourage them to be involved with their child's learning in the EYFS, both verbally and recorded in their daily diary.
- To record all parent interviews on Isams.
- Be vigilant in preventing bullying and work swiftly to resolve incidents of bullying following the school policy.
- To play a full part in promoting high standards of behaviour and to maintain pupil discipline throughout all areas of school life within the agreed framework of the school.
- To promote and safeguard the welfare of pupils maintaining a constant awareness of all issues relating to child protection.

HOLIDAY CLUB

All members of the Early Years team are contracted to work a minimum of 20 days throughout the year within our Holiday Club. Duties and responsibilities when working in Holiday Club include:

- Ensuring that the programme of activities delivered is interesting, valuable and appropriate to the children using the facilities by providing a variety of play and learning opportunities and identifying and accommodating changing needs.
- Ensuring the safety and well-being of club users through checking equipment, undertaking first line child protection measures and organising activities appropriate to the users at any given time.
- Ensuring that parents, carers and other visitors are made to feel welcome on visiting the Holiday Club and that they receive appropriate information and advice.
- Maximising the learning value of the activities by providing planning for your allotted sessions to the Holiday Club Manager and evaluating activities.
- Evaluate events and activities and contribute to the development of Holiday Club including making recommendations for change and development of the activities.
- Supervise children to ensure safe use of equipment and facility without endangering themselves or other users.
- Support and advise less experienced workers in activities.
- Be aware of safeguarding children issues and the School's Safeguarding children policy, reporting areas of concern to the Holiday Club Manager.

Early Years Practitioners will be expected to undertake any other duties as can be reasonably expected of them by the Pre-School Leader, Deputy Head or Headmaster

Working Conditions

The posts are initially term time plus 5 weeks of holiday working. A full time post will typically be 37.5 hours per week, Monday – Friday with 30mins unpaid lunch break. Most staff work on a weekly 4 day shift pattern to total 37.5 hours per week. The Early Years Department is staffed between 7.45am and 6.00pm daily.

Benefits include:

- Opt in to an excellent employer contribution pension package;
- School fee remission;
- Private medical insurance;
- Free school lunch during term time;
- Ample onsite parking;
- Free uniform;
- Support with professional development

Job Specification

Competencies *These are the skills and abilities required to successfully perform the key tasks.*	**Essential**	**Desirable**
Ability to work as part of a team	X	
Good interpersonal, organizational and communication skills	X	
Ability to deal sensitively with children and parents	X	
Able to work under direction but use initiative as the situation demands	X	
Positive, cheerful, can do attitude	X	
Knowledge and Experience *State the necessary level of education and qualifications and training required to perform the job.*	**Essential**	**Desirable**
Recent experience of working in an EYFS Setting	X	
Knowledge of the EYFS curriculum	X	
Some understanding and awareness of SEN		X
Experience of working within an independent school setting		X
Computer Literate	X	
Knowledge of observation techniques	X	
Experience of writing Next Steps child progress reports		X
Education *State the necessary level of education and qualifications and training required to perform the job.*	**Essential**	**Desirable**
GCSE English/Maths	X	
NVQ3 Level 3 or equivalent in Early Years Education	X	
Early Years Professional Status		X
Paediatric First Aid	X	

The post holder should be aware that the above job description and specification is not exhaustive. The post holder should be willing to partake in all activities that positively contribute to the life of the school. Any changes to the above description will be done in a timely manner and in consultation with the post holder.

June 2018