



## Bishop Challoner School

### Job Description

**Job Title:** EYFS Practitioner  
**Accountable To:** Headteacher via the Head of Nursery

**Job Purpose:** To ensure high standards of teaching and learning are delivered, resources are used efficiently and effectively and the EYFS curriculum is managed and developed in accordance with school policy.

#### Core Responsibilities:

- To operate a key-person system and liaise with parents and Head of Nursery
- To contribute and participate in the development of new ideas
- Support and contribute to the school's responsibility for the welfare and safeguarding of students
- To provide children with a happy, safe and secure environment, working within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- To contribute and participate in the development of new ideas
- To understand and comply with nursery policies and procedures
- To plan, organise and implement a programme of activities to meet the needs of the individual child
- To complete observations and reports in accordance with the school's policy
- To work as part of a successful team
- To communicate effectively with all members of staff and be professional at all times.
- To maintain confidentiality and not to disclose confidential information
- Be familiar with the contents of the School's Staff Handbook and adhere to all school policies
- To attend Open Mornings/evening events as requested by the Head of Nursery
- Maintain good communication with pupils, parents and colleagues at all times
- To co-ordinate the provision for EAL students under the guidance of the Head of Nursery.

#### General Requirements and Responsibilities:

- To promote and uphold the Catholic ethos of the school

- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, colleagues and outside agencies
- To attend staff meetings and briefings
- Undertake other reasonable duties related to the job purpose required from time to time
- Helping to supervise children at lunch and snack times
- Attending parents' evenings and open days when requested
- Covering for absent staff as requested
- Fulfil other rota duties such as setting up the outdoor learning provision and ensuring the kitchen is clean and tidy
- To support Forest School and the Outdoor Learning and to assist in the delivery of Forest School sessions under the guidance of the Forest School Leader.

### **Person Specification:**

- To have an NVQ 3 or Equivalent
- To have knowledge of The Early Years Foundation Stage Curriculum
- Be a good team player and a willing learner
- Be able to use initiative
- Has passion and drive to develop children's interests and knowledge to help them to achieve to their full potential
- Have a creative approach to teaching
- Possess good communication skills when relating to children, colleagues and parents
- Be friendly and positive thinking
- Have excellent classroom organisational skills
- Be able to provide a stimulating learning environment for pupils
- Be highly motivated to enable each child to reach their potential
- Have high expectations for all – both for attainment and behaviour
- Be confident in the use of ICT to support learning
- Be able to challenge and nurture all pupils
- Be able to provide outstanding personal, social and emotional care
- Be able to reflect on own practice and also to receive and act upon constructive feedback from colleagues
- Be committed to raising standards and achievement in teaching and learning

The above job description is subject to reasonable review and may be changed in line with the school's needs, following consultation with the post holder.

April 2018