

## **JOB DESCRIPTION**

**Job Title:** Early Years Practitioner, Early Learning School

### **Job purpose**

To deliver educational programmes to children to that support their development and learning through a) effective planning that identified the intent of these programmes and b) successful implementation strategies that demonstrate excellent quality teaching. To design and deliver a range of learning opportunities that can have impact on children's progress and shape their dispositions and attitudes towards learning.

To use effective tools to a) monitor children's progress, using the EYFS framework and b) use this information to report on the progress they are making in their learning. To conduct evaluations that inform and shape planning (intent) and delivery (implementation). To provide opportunities for parents to extend their children's learning.

To evaluate the impact of teaching in children's learning and promote the characteristics of effective teaching and learning.

### **Duties and Responsibilities**

- To be a highly motivated early years' practitioner role modelling excellent practice to children as identified in the Early Years Inspection Handbook.
- To stay abreast of current Early Years initiatives and legislation and ensure that this informs your practice.
- To have consistently high expectations of what children can achieve and support their learning.
- To have a secure understanding of child development of the age group they are working with and have relevant subject knowledge that is detailed and communicated to the children.
- To gather assessment information looking at what children already know, understand, and can do and share this with parents or other professionals.
- To use assessment information to plan appropriate teaching and learning strategies that identify able or talented children or children who are falling behind in their learning and need additional support, enabling children to make good progress.
- To support children, understand how to develop as a result of regular interaction and encouragement from staff, and support parents understand how their children should progress and how they can contribute to this.
- To develop strong working relationships with parents by providing information that helps them to understand how children can progress.
- To be a reflective practitioner using evaluative tools to monitor and improve practice.
- To write accurate reports and document on children's developmental progress using the Early Years Outcomes document and other relevant documents.

- To consult with the Early Years Lead practitioner to analyse data to shape services.
- To consult with colleagues to plan and implement stimulating and age-appropriate developmental programmes for young children using the Early Years Foundation Stage Framework and the setting's pedagogical approach by ensuring full use of the indoor and outdoor environments throughout the year.
- To maintain the resources and environment by setting up and clearing away in a timely fashion.
- To ensure that the premises used for provision are fit for purpose by undertaking meaningful risk assessments.
- To proactively promote an inclusive and welcoming environment for all families using the school.
- To be aware of and maintain Health and Safety regulations, reporting any concerns to the lead practitioner.
- To be aware of the safeguarding procedures and to report immediately any concerns which arise day to day to the Safeguarding Lead.
- To meet regularly with the leadership team for group supervisory sessions and relevant training
- To undertake any relevant or appropriate training as required.
- To be aware of the school's confidentiality procedures.
- To ensure equality of opportunity and recognition of diversity are promoted through effective teaching.
- To have good ICT skills to effectively use Tapestry and other software systems that support the provision.
- To undertake any additional responsibilities as directed by the Lead Practitioner or Head.

### **Qualifications, Skills and Experience**

#### **Qualifications**

- The post holder must hold level 3 qualification in Early Years Education and have at least 3 years of experience of working with young children, particularly 2–5-year-olds.
- Experience of working with children and families, identifying support for developing children' learning
- Experience of working as part of a team.
- Experience of teaching and delivering planned learning experiences

#### **Knowledge and Understanding**

- A good knowledge and understanding of the EYFS, Ofsted Education Inspection Framework and relevant current legislation.
- A good understanding of the developmental needs of young children, particularly 2- to 5-year-olds
- A good understanding of what constitutes a quality early education environment.
- An up-to-date knowledge and understanding of safeguarding requirements and procedures.
- A good understanding of making accurate assessments of children's learning and development and devising appropriate next steps to their learning.
- A commitment to inclusive and non-discriminatory working practice with children, families, colleagues, and the community

#### **Skills and Abilities**

- Good observational and assessment skills and the experience of maintaining accurate learning records for children.
- Ability to communicate effectively with parents and colleagues.
- Good teaching skills including scaffolding, demonstrating and role modelling, positive interactions with children.
- Good planning skills

**Additional Duties and Responsibilities**

- To carry out basic First Aid duties (training will be provided);
- Be prepared to attend training as necessary ensuring all legislative training is kept up to date;
- To observe and manage all Health and Safety requirements to maintain a safe environment for students, colleagues and parents;
- To establish effective working relationships with professional colleagues and other staff, as appropriate;
- To have a working knowledge of all relevant Policies and Procedures;
- To be committed to ensuring that every child is given the opportunity to achieve their potential and meet the high expectations set for them;
- To carry out any such task as shall be deemed necessary to the smooth running of the Early Learning School.

This job description is not intended to be all embracing and the post holder shall be required to carry out any other duties as directed by their line manager, or other members of Senior Management, commensurate with training and experience.

The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy (including Child Protection Procedures) at all times.

**Signature & Date of post holder****Job Holder:****Signature:****Date:**