



Job Description for the Role of EYFS Practitioner

Responsible to: Headmistress, Deputy Head, SLT, Governors, St Hilary's School Trust Ltd

Key tasks and responsibilities

To effectively deliver the EYFS ensuring that the individual needs and interest of children in the setting are met (in conjunction with other team members). It should be recognised that this position brings with it the need to be flexible and the list below should not be seen as exhaustive.

General:

- Actively promote and develop the ethos and vision of the school and show due regard to the School's Values and British Values
- Contribute fully to the life of the school
- Establish excellent relations with pupils, parents and visitors to the school
- Offer support and encouragement to colleagues
- Give the highest priority to pastoral care and health and safety of pupils, staff and visitors, including Safeguarding
- To support children with identified Special Educational Needs and/or Medical Needs, as required
- To adapt activities, ensuring all areas of the EYFS curriculum are delivered
- To provide a high standard of physical, emotional, social and intellectual care for all children at St Hilary's
- To give support to other staff within the setting
- To work as part of a team in order to provide an enabling environment in which all individual children can play, develop and learn
- To build and maintain strong partnership working with parents to enable children's needs to be met

Management:

- To be fully aware of Safeguarding Policy and Procedures and liaise with the DSL as necessary
- To be familiar with the School Improvement Plan
- To have a thorough working knowledge of the School's Policies and procedures and the aims, values and vision of the school
- To understand the School's Charitable Status and the need for Public Benefit actively striving to involve the local community, including local schools (state and independent), to understand the need for Inclusion and for sharing ideas
- To undertake professional development training as required

- Be aware of the different Teaching and Learning needs of pupils in EYFS, KS1 and KS2
- Actively promote effective teaching and learning practices and help to ensure that lessons and activities are exciting, stimulating and creative
- To liaise with colleagues at key transition periods, when pupils move from Nursery to Kindergarten, Kindergarten to Reception and Reception to Year 1

Main Duties:

- To effectively deliver the EYFS ensuring that the individual needs and interest of children in the setting are met (in conjunction with other team members)
- To keep records of your key children's development and profile's and share with parents, carers and other key adults in the child's life
- Support all staff and engage in a good staff team
- To develop and maintain strong partnerships and communication with parents/carers to facilitate day-to-day caring and early learning needs
- To ensure the provision of a high quality environment to meet the needs of individual children having an awareness of any disabilities, family cultures and medical histories
- To advise Room Leaders/DSL of any concerns, e.g. over children, parents, the safety of the environment, preserving confidentiality as necessary
- To be involved in out of working hours activities, e.g. training, staff meetings, school events etc
- To be flexible within working practices of the setting, undertaking other responsible duties where needed, such as domestic tasks, preparation of snack meals, cleansing of equipment, etc
- To work alongside the Room Leaders and staff team to ensure that the school's mission statement is fulfilled
- To read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting
- To develop your role within the team, especially with regard to being a key person
- To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job
- To be aware of the high profile of the setting and to uphold its standards at all times, both in work hours and outside
- To support EYFS assistants, students and volunteers
- To ensure good standards of safety, hygiene and cleanliness are maintained at all times

November 2018

EYFS Practitioner:

J. Whittington

Headmistress:

Personnel Specification – EYFS Practitioner

Attributes	Criteria	How Identified	Rank
Education and Training	1. Minimum of a relevant and recognised Level 3 qualification	A	Essential
	2. Evidence of ongoing personal development training	A & I	Desirable
	3. Desire to continue with professional development	A & I	Desirable
	4. Recent Paediatric First Aid certificate	A	Desirable
	5. Basic Food Hygiene	A	Desirable
Relevant Experience	6. Experience in working with children	A & I	Desirable
	7. Experience of working in an early years setting	A & I	Desirable
	8. Experience of implementation of EYFS	A & I	Desirable
	9. Experience of working in partnership with parents	A & I	Desirable
General and Special Knowledge	10. Knowledge of legislation relevant to Early Years such as Development Matters, SEN, Keeping Children Safe in Education Sep 2018	A & I	Essential
	11. Knowledge of Child Development and children's needs	A & I	Essential
	12. Ability to work with parents/carers/families to encourage partnership working	A & I	Essential
Skills and Abilities	13. Ability to communicate well with adults and children	A & I	Essential
	14. Ability to work as part of a team	A	Essential
	15. Ability to write legibly	A	Essential
	16. Good presentation skills	A	Desirable
	17. Possess a level of general computer literacy with a range of IT skills.	A & I	Desirable
	18. Good organisational skills	A & I	Essential
	19. Ability to demonstrate creative abilities	A & I	Desirable

Any Additional Factors	20. Understanding of Equal Opportunities	A & I	Essential
	21. Awareness of Health & Safety and practical Hygiene issues	A & I	Essential
	22. Ability, flexibility and willingness to take on other responsibilities or duties as deemed necessary	A & I	Essential

Key:

A = Application

I = Interview