



Job title:	Early Years Practitioner (3 months – 3 years old)
Reports to:	Head of Chapter House and Queen's Kindergarten
Responsible For:	N/A
Hours:	42 hours per week, Full year - Maternity Cover
Salary:	£18,564 per annum

Job purpose

To ensure that the Collegiate and all its personnel are committed to safeguarding and promoting the welfare of children and young people, promoting the welfare of all students. This job description is written at a specific time and is subject to change as the demands of the Collegiate and the role develops. The role requires flexibility and adaptability and the employees of the Collegiate need to be aware that they may be asked to perform tasks and be given responsibilities not detailed in this job description.

Duties and responsibilities

Your duties and responsibilities are as follows:

Values and Practice

- Monitoring the progress of children and taking appropriate action
- Having high expectations of all children
- Treating children with respect and consideration
- Developing children as learners
- Promoting positive values, attitudes and behaviours
- Evaluating the learning of children
- Employing a range of agreed school strategies to promote good behaviour and establish a purposeful learning environment.

Planning Expectations and Targets

- Setting challenging learning objectives with success criteria
- Using the Early Years Curriculum to plan activities which allow opportunities for child-initiated and adult-led learning
- Selecting and preparing resources, with the help of support staff where appropriate
- Using agreed school planning system for all subject areas
- Planning opportunities for children to learn in out of school contexts.



Monitoring and Assessment

- Using agreed school monitoring and assessment strategies to observe, evaluate and record the progress of children
- Assessing the progress of children within relevant assessment framework
- Identifying and supporting children who are failing to achieve their potential
- Keep up-to-date records of your key children's progress which can be shared with parents.
- Managing learning opportunities
- Building successful relationships with children and parents.
- Establishing a purposeful learning environment
- Interesting and motivating children
- Promoting active and independent learning
- Differentiating activities so as to meet the learning needs of the children
- Accounting for the variance in interest, experience and achievement to help children make progress
- Organising and managing learning time effectively
- Be fully aware of and adhere to the policies and procedures of the Collegiate
- Participate in open days to promote the Kindergarten and staff meetings.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- On rare occasions attend school evening activities
- Carry out duties on a rota basis
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Supervise pupils on visits, trips and out of school activities as required.

Benefits

Along with a wealth of experience staff at QE benefit from competitive salaries, a pension scheme, fee discount for staff children, access to a dedicated staff gym, 28 days annual leave (including all public and bank holidays), staff socials and free parking.



The post 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 Collegiate's Child Protection Policy at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the Collegiate's Designated Safeguarding Lead.

Breach of confidentiality is a gross breach of discipline.
