



Location:	Colindale Primary School
Job Title:	Level 3 EYFS Practitioner - Room Leader for 2 year-old provision
Grade:	G (JE0581)
Hours per week:	19 -28.5 per week
Working hours:	8:00am – 6:30pm (1 hour lunch break) 2/3 days per week Term Time only
Salary:	£28,215 - £31,548 FTE £13,039 - £21,869 (Pro Rata)
Reports to:	Assistant Headteacher for EYFS

## Job Description

### 1. Purpose of Job:

In line with school policies and procedures and in collaboration with team colleagues, provide high quality care and education by implementing the Early Years Foundation Stage framework within the schools Little Rainbows Nursery for two year olds.

### 2. Key accountabilities/duties/responsibilities:

- Work as a member of a team, leading the planning, preparation, delivery and evaluation of learning experiences that will enhance children's physical, intellectual, emotional, social and moral development. Foster children's independence, self-reliance and social skills.
- Maintain a comfortable, safe and stimulating environment which supports and reflects diversity amongst the children and ensures that all children have equal access to learning and development opportunities.
- Implement the School's Equal Opportunity Policy and work actively to overcome discrimination and stereotyping. Promote the inclusion of all children and provide an environment that allows for consideration of the children's ethnic, cultural, linguistic backgrounds and gender.
- Work closely with the Assistant Head for Early Years to monitor Early Years Foundation Stage quality and performance.
- In collaboration with team colleagues be responsible for completion and collation of documentation related to children within the Little Rainbows Nursery.

- Support new children and their parents/carers upon admission into the Little Rainbow's Nursery and in the transition between Little Rainbow's Nursery and the school Nursery class.
- Support children with additional needs by contributing to Education Health and Care Plans as appropriate, and to lead/contribute to reviews and case conferences and working in co-operation with other agencies.
- Implement agreed learning activities for individuals and groups of children, based on Development Matters in the Early Years Foundation stage (EYFS).
- Monitor and evaluate children's progress, development, attainments and responses in respect of learning activities, through observation, assessment and recording of attainment against pre-determined learning objectives in the EYFS and with reference to the school's policies and Ofsted regulations.
- Plan and evaluate daily, weekly and each term to meet the needs and interests of children, including those with additional needs. Plan, prepare and implement individual and group activities.
- Take responsibility within the team for the "key person" role of a child or group of children, as defined by the EYFS. This involves planning, evaluation, observation, assessment, report writing, record keeping and attending meetings, case conference reviews, consultation with parents/carers etc.
- Take responsibility for the learning environment completing the register and day-to-day running of the Nursery as appropriate.
- Attend and contribute to staff meetings.
- Contribute to whole school policies, and to ensure their implementation.
- Take small groups of children out of school to develop their interests in their local environment in line with school policy and national guidance.
- Undertake the personal care of children as necessary (including the changing of nappies/soiled clothing for which parental/carer permission has been granted) which may also require the carrying out of basic medical procedures and administering of first aid for which training will have been provided.
- Provide a model of best practice in Early Years education for visiting professionals from within and beyond the local authority including other authorised agencies.
- Work as a member of a team that promotes an environment that safeguards and protects children.
- Be aware of Child Protection issues, identifying and monitoring suspected child abuse and children at risk, reporting to the designated Child Protection Officer.
- Advise line management of inappropriate practice, raising concerns that may put children at risk by colleagues and/or other professionals.

### **3. Staff management accountability**

- Induct and supervise Level 1 & 2 practitioners, early years students and volunteers.

### **4. Physical effort**

- Set up rooms, play equipment and displays involving lifting and moving furniture, setting up climbing frames, outdoor play equipment, and maintaining a safe play environment
- Stand or work in awkward positions, e.g. bend over small tables, sit on floor, small chairs, assist with the daily access and storage of play equipment etc.
- May be required to use physical restraint techniques in accordance with school policy and after appropriate training.

### **5. Promotion of Corporate Values**

- Ensure that customer care is maintained to the agreed standards according to the council's and the school's values.
- Ensure that a high level of confidentiality is maintained in all aspects of work.

### **6. Flexibility**

- The jobholder may be required to carry out other reasonable duties commensurate with the grade, as requested by line manager.
- This job description is not exhaustive and may change as the post or the needs of the school develop. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation.

### **7. The Council's Commitment to Equality**

- To deliver the council's and school's commitment to equality of opportunity in the provision of its services. All staff are expected to promote equality in the workplace and in the services the council delivers.

Person specification		
Attributes		Essential- E Desirable- D
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Minimum of a relevant and recognised Level 3 childcare qualification</li> <li>• Good level of general education to at least GCSE level in English and Maths or equivalent to grade C or above</li> <li>• Paediatric First Aid</li> <li>• Basic food hygiene</li> <li>• Current enhanced CRB/DBS clearance</li> </ul>	E   D D D
<b>Experience</b>	<ul style="list-style-type: none"> <li>• A minimum of two years post-qualifying experience within an early years setting</li> <li>• Experience of implementing the current EYFS Framework through observation, planning and record keeping</li> <li>• Experience as a key person, home visiting and liaising with parents and other professionals</li> <li>• Experience of providing an enabling learning environment, both indoors and outdoors</li> <li>• Room leader experience</li> <li>• Experience of working with 2-year old children and undertaking 2-year-old checks</li> <li>• Experience using Tapestry Online Journals</li> <li>• Significant, recent experience and expertise in supporting and being a team member in an EYFS setting</li> <li>• Experience of working with Child Protection concerns</li> </ul>	E  E  E  D D  D D  D
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Thorough understanding of Early Years Foundation Stage framework and its implementation</li> <li>• Knowledge of different cultures, beliefs and religions within a Nursery setting</li> <li>• Knowledge of Special Educational Needs &amp; Additional Support Needs requirements</li> <li>• Good understanding of Safeguarding, Health and safety and Hygiene issues, key person role, Data Protection, Equal Opportunities.</li> </ul>	E  E  E  E
<b>Professional practice</b>	<ul style="list-style-type: none"> <li>• Able to form excellent relationships with adults and children.</li> <li>• Able to communicate well and establish firm, fair and consistent boundaries.</li> <li>• Able to keep clear records and documents</li> <li>• IT literate</li> <li>• Ability to work within and lead team</li> <li>• Good organisational skills</li> <li>• Ability, flexibility and willingness to take on other responsibilities or duties as deemed necessary</li> <li>• Willingness to undertake training as required, e.g. first aid training, SEN training, Epilepsy, Epi-pen, allergies.</li> </ul>	E E  E E E E  E

<b>Personal qualities</b>	• A commitment to the right of every child to education and care of the highest quality	<b>E</b>
	• A belief in the unlimited potential of every child and adult	<b>E</b>
	• Excellent interpersonal skills	<b>E</b>
	• Positive and constructive outlook	<b>E</b>
	• Seeks solutions to problems	<b>E</b>
	• Good listener	<b>E</b>
	• Resilient and assertive	<b>E</b>
	• Reliable	<b>E</b>
	• Ability to maintain a high level of confidentiality	<b>E</b>
	• Can use own initiative	