



## **JOB DESCRIPTION – EARLY YEARS PRACTITIONER (45 Weeks)**

Upton House is committed to safeguarding and promoting the welfare of children and young people, along with their protection and expects all staff and volunteers to share this commitment.

### **TITLE**

Early Years Practitioner

### **RELATIONSHIPS**

Daily to the Head of EYFS

Daily to the Nursery Manager and department coordinator

Daily with the team who you work with (either 2 to 3 year olds or 3 to 4 year olds)

### **RESPONSIBILITIES AND KEY TASKS**

- a) To assist the Head of EYFS and Nursery Manager with the children, the administration and the planning.
- b) To lead parent meetings with parents of children in key group and to prepare notes in advance of these.
- c) To teach and safeguard pupils within the school with motivation and enthusiasm making a vital contribution to their education and wellbeing
- d) To track children's progress through the production of online learning journals.
- e) To set targets for key children.
- f) To write formal reports for the children during the summer term.
- g) To act as a key person to a group of children, settling in children and working closely with families.
- h) To be responsible for the planning, setting up and clearing away of activities.
- i) To maintain, repair and clean any equipment e.g. books, aprons, dressing-up clothes, toys, games etc.
- j) To be concerned with the general welfare of the children, including matters relating to personal hygiene and health.
- k) To participate in school lunches with the children.
- l) To undertake outdoor play supervision within the Nursery and after-school duties where applicable e.g. prep, tea.

- m) To undertake supervision of extended day activities when required for cover.
- n) To prepare classrooms and outdoor areas for play activities.
- o) To attend departmental staff meetings and other staff meetings as required.
- p) To undertake setting-up and maintaining effective and efficient communication to parents.
- q) To be responsible for ensuring that the display boards are attractive and up-to-date.
- r) To undertake INSET courses as necessary for professional development.
- s) To be responsible, with the Head of EYFS, to update records and assess when necessary.
- t) To attend whole school events such as the Summer fair, in the evenings or weekends.
- u) To undertake such other duties consistent with the nature and responsibility of the post as may be reasonably assigned by the Head.



## Person Specification – Teaching Staff

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### Essential qualities

- NVQ Level 3
- professional approach to parents and colleagues
- motivation and enthusiasm to work with children
- emotional resilience in the working environment
- sense of humour
- loyalty and confidentiality in and out of working hours to the school
- team player
- supports the school's commitment in safeguarding and promoting the welfare of children and young people
- an updated knowledge of current educational practice
- ability to produce differentiated lessons that cater for a wide range of learning ability
- ability to use information technology to supplement education
- ability to communicate effectively to a variety of audiences both orally and in writing
- interested in extending knowledge and developing professional practice through training
- keenness to use initiative and be given responsibility
- ability to work some hours additional to normal working hours for purposes of training, meetings and parents' evenings without additional pay