

Job title Reporting to:	<ul style="list-style-type: none"> ● Key Worker ● Class Teacher, Early Years Assistant Headteacher, Deputy Headteacher, Co-Headteachers, Governing Board
Main purpose	<p>The Key Worker will:</p> <ul style="list-style-type: none"> ● Fulfil the professional responsibilities of a staff member, having due regard to the requirements of the Person Specification for this post, the school staff Code of Conduct, all school policies and BC contractual agreements. ● The role of the Reception Key Worker is to assist in the provision of high quality care and education for children in the setting, in partnership with their parents and work with class teachers to maintain a safe and secure environment for the children.
Duties and responsibilities	<ul style="list-style-type: none"> ● Take joint responsibility for a group of children as a key worker ● Plan effectively according to the children's needs and interests and adapt teaching to strengths and needs so that children are engaged in their learning. Share good curriculum knowledge. ● Look after each key child's care and welfare needs. e.g. dressing, eating, comfort, including Intimate Care (see policy) and toilet training. ● Provide effective delivery of the EYFSC, ensuring that individual needs and interests of children are met. Assist in daily, weekly and termly planning and evaluation to meet the children's needs and interests. Become knowledgeable about the EYFS Curriculum and requirements within this and other relevant guidance and statutory information. ● Work closely with the EYFS team. ● Set high expectations, good progress and outcomes by children, especially with regard to acquisition of language. ● Assist in the provision of a high-quality safe and stimulating learning environment. Ensure that this is welcoming, organised and accessible to all children, and in line with other EYFS provision at OGS. ● Apply appropriate positive behaviour strategies with young children. ● Contribute to assessment, monitoring, recording and reporting on the learning needs, progress and achievements of pupils, in line with EYFS school practice. Assist in observation and recording of each child's progress on digital records of key children's development and learning journeys. ● Support ordinarily available provision for children with SEND and communicate effectively with other professionals' e.g. Early Years professionals and agencies.
	<p>Safeguarding, wellbeing, health, safety and discipline</p> <ul style="list-style-type: none"> ● Carry out duties and responsibilities in accordance with the School's Health and Safety Policy and relevant Health and Safety legislation. Ensure that good standards of safety, hygiene and cleanliness are maintained at all times. ● Promote the safety and wellbeing of pupils. Be vigilant and take action and monitor all child protection issues and accidents to ensure that action is taken and recorded immediately. ● Safeguard and promote the welfare of children and young people, and follow all school safeguarding, medical and wellbeing policies and the Staff Code of Conduct. Advise of any concerns, in line with school systems (CPOMS). Undertake required child protection training. Manage behaviour effectively and uphold the ethos of the school and expectations of a Right Respecting School.

Professional development	<ul style="list-style-type: none"> ● Take part in the school's appraisal procedures. ● Attend meetings as directed and take part in further training in order to improve own practice and professional development.
Personal and professional conduct	<ul style="list-style-type: none"> ● Uphold the values and Staff Code of Conduct of Oak Green School. Promote the aims and ethos, policies and practices of the school. ● Uphold public trust in Early Years professionals and maintain high standards, within and outside school. Maintain high standards of attendance and punctuality. Uphold the school's dress code expectations. ● Understand and act within the statutory frameworks setting out their professional duties and responsibilities
Parents/ Carers	<ul style="list-style-type: none"> ● Welcome parents, children and visitors. ● Assist in smooth transition from home to nursery/Reception/school for the child and family. ● Work in partnership with parents / carers and encourage parental involvement ● Provide feedback to parents about their child's day and support parent meetings/ events ● Be aware of what is going on at home that may affect a child/ren ● Be aware of cultural, religious, personal preferences that some parents may have and have a good understanding of equal opportunities. Respect and support families' ethnic, cultural and linguistic backgrounds.
Health and Safety Responsibilities :	<ul style="list-style-type: none"> ● Keep up to date with training on child safeguarding, health and hygiene. ● Manage the safety and security of all children, employees and visitors to the room. ● Understand and abide by the Health and Safety at Work Act 1974. ● Ensure cleanliness and wellbeing of children at all times. ● Keep child registers are kept and any logs of accidents/ incident are maintained correctly ● Keep EYFS clean within daytime expectations ● Keep all records accurate and securely held and that data protection legislation is adhered to. ● Keep confidential any information regarding children, families or staff acquired as part of the job. Ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation.
Contract Terms and Duties, Hours and Entitlements	<ul style="list-style-type: none"> ● See job advert ● Fulfil contractually agreed hours and commitments ● Achieve outcomes and personal appraisal targets as agreed. ● Undertake training, monthly staff meetings etc. ● Promote the positive image of OGS within the local community. ● To be entitled to a break of reasonable length as near to the middle of each school day as is practicable. ● To be able to enjoy a work/life balance
Notes:	<ul style="list-style-type: none"> ● Undertake such other duties as may be required by the CO-HTs/ DHT/ Early Years AHT, commensurate with the job and grade and appropriate to the level of the role. Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks. The post holder may be required to do other duties and be flexible, e.g., undertaking preparation of snack meals, cleaning of equipment, etc. ● This job description may be amended at any time in consultation with the post holder.