



**RGS**  
THE GRANGE

### **JOB DESCRIPTION**

<b><u>POST TITLE:</u></b>	Early Years Practitioner
<b><u>RESPONSIBLE TO:</u></b>	Head of Early Years
<b><u>REQUIRED</u></b>	Relevant Level 3 NVQ Qualification

### **JOB SUMMARY**

To work as part of the Pre-School or Nursery team under the direction of the Head of Early Years and Room leader to provide safe, stimulating and varied programmes of play and high quality education and care for young children.

### **TEACHING AND LEARNING**

- To act as a key person in Pre-School or Nursery and plan daily Key Group activities.
- Instil a love of learning through a wide range of creative teaching styles and to facilitate a learning experience that provides all children with the opportunity to achieve their individual potential both in and beyond the classroom.
- To have a thorough understanding of the EYFS curriculum.
- Help to maintain a well organised, tidy, pupil friendly and interactive learning environment. Maintaining high standards of display.
- To assist with the planning and delivery of the daily programme of pre-school or Nursery activities and events.
- To complete the children's Learning Journeys and assessment of progress in Pre-School and Nursery.
- To attend termly parents' meetings in Pre-School or Nursery to allow two-way discussion of children's progress.
- To attend weekly meetings to plan and prepare for the week/ term/ year ahead.

### **PASTORAL CARE**

- To assist in ensuring records are properly maintained eg. Daily registers, room risk assessments, accident and incident books.

- To liaise regularly with parents about their children's needs, interests and progress and encourage them to be involved with their child's learning in the EYFS, both verbally and recorded in their daily diary.
- To record all parent interviews on Isams.
- Be vigilant in preventing bullying and work swiftly to resolve incidents of bullying following the school policy.
- To play a full part in promoting high standards of behaviour and to maintain pupil discipline throughout all areas of school life within the agreed framework of the school.
- To promote and safeguard the welfare of pupils maintaining a constant awareness of all issues relating to child protection.

## **GENERAL DUTIES**

- To be courteous to parents and colleagues, and to provide a welcoming environment for all visitors to the school. Communicating to achieve positive results with parents, pupils and staff and working to meet (and exceed) customer expectations.
- To act as a positive role model, to promote teamwork and to ensure high quality of teaching and effective working relations
- To take part in the school's staff development programme by participating in arrangements for further training and professional development. To attend appropriate INSET.
- To attend weekly Early Years meetings.
- Attend school functions as are deemed part of the annual cycle of the school year.
- To maintain a professional appearance at all times.
- To maintain a high level of professionalism and to use initiative as appropriate.
- Have a good knowledge of the whole school policies in place within the school.
- To read and comply with the 'staff routines and procedures' document annually.
- To display an excellent sense of humour and be willing to go the extra mile.

## **HOLIDAY CLUB**

All members of the Early Years team are contracted to work a minimum of 20 days throughout the year within our Holiday Club. Duties and responsibilities when working in Holiday Club include:

- Ensuring that the programme of activities delivered is interesting, valuable and appropriate to the children using the facilities by providing a variety of play and learning opportunities and identifying and accommodating changing needs.
- Ensuring the safety and well-being of club users through checking equipment, undertaking first line child protection measures and organising activities appropriate to the users at any given time.
- Ensuring that parents, carers and other visitors are made to feel welcome on visiting the Holiday Club and that they receive appropriate information and advice.
- Maximising the learning value of the activities by providing planning for your allotted sessions to the Holiday Club Manager and evaluating activities.

- Evaluate events and activities and contribute to the development of Holiday Club including making recommendations for change and development of the activities.
- Supervise children to ensure safe use of equipment and facility without endangering themselves or other users.
- Support and advise less experienced workers in activities.
- Be aware of safeguarding children issues and the School's Safeguarding children policy, reporting areas of concern to the Holiday Club Manager.

Early Years Practitioners will be expected to undertake any other duties as can be reasonably expected of them by the Head of Early Years, Deputy Head or Headmaster

May 2017