



## **Job Description**

### **Early Years Practitioner (52 weeks a year)**

Greenfield School 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.

#### **Responsibilities and Key Tasks**

- To work as a Key Person and part of the Little School team, reporting directly to the Nursery Manager.
- To deliver a flexible, high quality education and care to meet the needs of the children and their families.
- To adhere to the school's policies with special reference to the safeguarding, child protection, learning support, equal opportunities and inclusion policies.
- To promote the work and image of Greenfield School by always maintaining high standards of personal appearance and adopting a friendly, professional approach to parents, members of the public and wider community.
- To have a solid understanding of the Early Years Foundation Stage (EYFS) curriculum and plan, prepare and deliver the curriculum and evaluation of activities.
- To observe children as individuals and in groups and monitor behaviour progress and possible developmental needs, utilising specialist knowledge and experience.
- To prepare pupil progress reports and deliver them to parents of Key children.
- To ensure up-to-date records of the children's progress as part of the monitoring and reviewing of educational work programmes with the individual online profiles and to track children's progress through the production of online learning journals (Tapestry).
- To write formal reports for Key children during the summer term.
- To act as a Key Person responsible for settling children in and working closely with families.
- To be responsible for the planning, setting up and clearing away of activities in Little School.
- To develop a supportive and caring relationship with the children, providing care and attention to the children's personal needs, undertaking activities necessary to meet the physical, emotional and educational requirements of individuals or groups. This will require knowledge of a range of strategies and a high level of skills developed through experience.
- To maintain, repair and clean equipment, e.g. books, toys, games, etc and tidy up after use.
- To be concerned with the general welfare of the children, including matters relating to hygiene and health.



- To support children at meal times to ensure dietary requirements are met.
- To undertake outdoor play supervision within Little School.
- To provide first aid if necessary, and take all reasonable measures to ensure health and safety in the classroom and outdoor areas.
- To undertake courses as necessary for professional development.
- To undertake such other duties consistent with the nature and responsibility of the post as may be reasonably assigned by the Nursery Manager.

### **Essential Qualities**

- Recognised Early Years qualification.
- 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 to the school in and out of working hours.
- Support 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 activities that cater for different stages of development or abilities.
- Ability to use information technology to supplement children's learning journals and reporting.
- An interest in extending personal knowledge and developing professional practice.
- A keenness to use initiative and be given responsibility.
- An ability to work some additional hours for the purposes of staff meetings, training and parent meetings.