



BUCKINGHAM PREPARATORY SCHOOL
AN INDEPENDENT SCHOOL FOR BOYS

EARLY YEARS PRACTITIONER LEVEL 3 OR ABOVE

Job Description

POST: Level 3 Early Years Practitioner

JOB PURPOSE:

- To work with the Head Teacher, Early Years Co-ordinator and Pre-School staff to ensure a high standard of physical, emotional, social and intellectual education and care for children placed in the pre-school.
- To implement the daily routine within the pre-school at all times.
- To work within the Early Years Foundation Stage at all times in all the rooms and outside the pre-school.
- To work alongside Harrow Borough Early Years and Pre-school Learning Alliance at all times.

REPORTING TO:

The Head Teacher, Early Years Co-ordinator.

LIAISING WITH:

All staff (teaching and support), parents and governors.

KEY RESPONSIBILITIES:

- To work with senior members of staff to ensure a high standard of physical, emotional, social and intellectual education and care for children placed in the pre-school.
- To work alongside senior staff members in regards to safeguarding and liaise with LADO in regards to any safeguarding concerns.
- To implement the daily routine within the pre-school at all times inside and outside.
- To work within the Early Years Foundation Stage at all times in all the rooms inside and outside.
- To provide high standards of childcare and education - to include the monitoring and review of provision, this includes providing a safe, caring environment to enable the emotional, social and educational development of children, through individual attention and group activities.
- To be instrumental in settling new children/families into the pre-school.

MAIN DUTIES:

- To formulate and operate a programme of activities suitable to the age and stage of development of the children in the pre-school and also within the EYFS.
- To promote the aims and objectives of the pre-school and school as a whole.
- To promote the high standards of the pre-school at all times to parents, staff and visitors.
- To plan and execute activities with Pre-School Teacher and Pre-School staff on a weekly basis.
- To ensure this planning meets the children's individual needs taking into account the child's stage and age of development alongside the child's interests, the EYFS and SEND needs.
- To evaluate these activities each week, with evidence and the next steps thereafter.

- To attend staff meetings as often as directed by the Head Teacher within working hours and outside if required.
- To attend open days, parent evenings, summer & Christmas fairs and all events organised by the school and PTA outside working hours as directed by the Senior Management team and the Head Teacher of the main School.
- To support all staff and engage in good team work.
- To liaise with and support parents and carers of the pre-school children.
- To ensure you are engaged in purposeful play with the children at all times.
- To work alongside parents of children with additional needs to achieve full integration.
- To liaise with other professionals associated with the nursery.
- To support the Pre-School team to implement the EYFS and also the policies and procedures of the school and pre-school.
- To liaise with other professionals associated with the pre-school.
- To undertake certain domestic jobs within the pre-school i.e.: preparation of snack, cleaning of equipment, nappy changing etc.
- To attend courses as directed by the senior staff.
- To keep abreast of and read the policies and procedures of the Foundation at all times.

PERSONAL & PROFESSIONAL CONDUCT:

Uphold public trust in the profession and maintain high standards of ethics and behaviour, within & outside school.

- To treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a staff member's professional position.
- To have regard for the need to safeguard pupils' well-being, in accordance with statutory provisions.
- To show tolerance of and respect for the rights of others.
- Not to undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and to show tolerance of those with different faiths and beliefs.
- To ensure that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- To follow the BPS 'Code of Conduct' as agreed at offer of employment.

Have proper and professional regard for the ethos, policies and practices of the school in which they work and maintain high standards in their own attendance and punctuality.

Have an understanding of, and always act within, the frameworks which set out their professional duties and responsibilities.