



## **JOB DESCRIPTION – EARLY YEARS PRACTITIONER FOR TRANSITION**

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 in Transition

### **RELATIONSHIPS**

Daily to the class teachers for the organisation and curriculum development of the classes as required. Liaising with the Head as necessary.

### **RESPONSIBILITIES AND KEY TASKS**

- a) To act as a key carer to a group of children, being responsible for their pastoral care and liaising with parents and carers to develop a firm relationship and open two-way communication.
- b) To assist the teachers with the children in their care. This involves carrying out requests such as completing work with the children, previously planned.
- c) To assist with the hearing of reading, keeping all records updated. To ensure that their key children's profiles are kept up to date.
- d) To support the classroom teacher within areas of the curriculum covered in EYFS.
- e) To be responsible for the planning, setting up and clearing away of activities before, during and after school, depending on contract.
- f) To maintain, repair and clean any equipment e.g. books, aprons, dressing up clothes, toys, games etc.
- g) To be concerned with the general welfare of the children, including matters relating to personal hygiene and health.
- h) To assist the class teacher with any assessment procedures and to write notes for parent meetings.
- i) To attend parent meetings to assist the teacher.
- j) To assist with any displays of work as necessary.
- k) To participate in school lunches with the children.

- l) To undertake supervision at lunch and break times, and after school duties.
- m) To undertake supervision of children in after school care.
- n) To prepare classrooms and outdoor areas for play activities.
- o) To attend departmental staff meetings and other staff meetings as required.
- p) To assist the Head and class teachers in setting up and maintaining effective and efficient communication to parents including parents' evenings as required.
- q) To undertake INSET courses as necessary for professional development.
- r) 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

Upton House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### *Essential qualities*

- recognised teaching qualifications
- 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