



Job Description and Specification

EARLY YEARS & HOLIDAY CLUB PRACTITIONER – RGS The Grange

Responsible to: Pre-School Leader

Location: RGS The Grange plus RGS Worcester and RGS Springfield when required.

General Purpose

To work as part of the Pre-School or Nursery team under the direction of the Pre-School & Nursery Leader to provide safe, stimulating and varied programmes of play and high quality education and care for young children. To lead the Holiday Club provision for Early Years children.

Key Tasks and Responsibilities

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 regular meetings to plan and prepare for the week/ term/ year ahead.
 - To be IT literate and have the ability to keep electronic/paper records up to date.
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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.

HOLIDAY CLUB

- In conjunction with the Holiday Club Manager, plan, organise and create a full programme of activities, for each Holiday Club period for the Shrimps (Early Years) section. Produce a timetable of events for publication and promotion.
- Have oversight of the Holiday Club costs to report to the School Business Manager to ensure adherence to budget constraints and fiscal management.
- Lead a team of staff in the delivery of the Holiday Club programme, ensuring correct ratios of staff/children at all times.
- Be the point of contact for parental enquiries for Shrimps Holiday Club.
- Organise a variety of age appropriate play opportunities for children.
- Lead groups of children in specific activities. Manage behaviours and adapt the activity to meet the needs of groups or individuals. Prepare for activities where necessary.
- Supervise children to ensure safe use of equipment and facility without endangering themselves or other users.
- Produce daily registers for each Holiday Club section and ensure signing in and out procedures are effective.
- Monitor and ensure there are risk assessments for all activities.
- Actively promote Holiday Club to external pupils and build relationships with staff across the Schools who may be able to support with and deliver holiday club sessions. All external children who attend an RGS Holiday Club are potential pupils!

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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.

Working Conditions

The post is for a full year, working 37.5 hours per week in term time and 40 hours per week in holiday periods. During term time you will work on a 4 day shift pattern and in holiday periods you will work a 5 day week. There is a 30 minute unpaid lunch break each day. The Early Years Department is staffed between 7.45am and 6.00pm daily in term time and Holiday Club runs from 8.00am until 5.00pm daily.

The post attracts 25 days annual leave which should be taken throughout the year, 12 days in term time and 13 days in holiday periods.

Benefits include:

- Opt in to an excellent employer contribution pension package;
- School fee remission;
- Private medical insurance;
- Free school lunch during term time;
- Ample onsite parking;
- Free uniform;
- Support with professional development.

Job Specification

Competencies <i>These are the skills and abilities required to successfully perform the key tasks.</i>	Essential	Desirable
Ability to lead and work well as part of a team	X	
Good interpersonal, organizational and communication skills	X	
Ability to deal sensitively with children and parents	X	
Positive, cheerful, can do attitude	X	
Knowledge and Experience <i>State the necessary level of education and qualifications and training required to perform the job.</i>	Essential	Desirable
Recent experience of working in an EYFS Setting	X	
Knowledge of the EYFS curriculum	X	
Some understanding and awareness of SEN		X
Experience of working within an independent school setting		X
Experience of planning for EYFS activities	X	
Computer Literate	X	
Knowledge of observation techniques	X	
Room Leader Experience		X
Experience of writing Next Steps child progress reports		X
Forest School Leader		X
Education <i>State the necessary level of education and qualifications and training required to perform the job.</i>	Essential	Desirable
GCSE English/Maths	X	
NVQ3 Level 3 or equivalent in Early Years Education	X	
BA Early Childhood Studies		X
Early Years Professional Status		X
Paediatric First Aid	X	

The post holder should be aware that the above job description and specification is not exhaustive. The post holder should be willing to partake in all activities that positively contribute to the life of the school. Any changes to the above description will be done in a timely manner and in consultation with the post holder.

March 2021

