

JOB DESCRIPTION
EARLY YEARS NURSERY PRACTITIONER

Teaching and Learning

An Early Years Practitioner's responsibilities are:

- To assist in the educational and social development of pupils under the direction and guidance of the Head, Head of EYFS and the Nursery Co-ordinator
- To follow school policy and procedures on safeguarding, including recording relevant information on CPOMS
- To plan and prepare activities, manage resources, make observations and compile records and reports as deemed necessary by the Nursery Co-ordinator for your key children
- To share the responsibility for pastoral care of the children and be aware of the Behaviour Management Policy
- To co-operate with other members of staff, sharing information, ideas and expertise.
- To attend relevant staff meetings on a normal school day if given reasonable notice by the Head of EYFS or Head
- To participate in the staff development programme as directed by the Head
- To assist with cover for absent colleagues as directed by the Head
- To promote professional relationships between staff and parents
- To attend parent meetings
- To establish and maintain a positive regard towards pupils.

Administrative Duties

An Early Years Practitioner's responsibilities are:

- To support the Nursery Co-ordinator with tasks deemed necessary for the delivery of the EYFS curriculum
- To carry out lunchtime duties as directed by the Head of EYFS or Head
- To carry out playground duties as directed by the Head of EYFS or Head
- To undertake other duties from time to time as the Head requires.

Standards and Quality Assurance

An Early Years Practitioner's responsibilities are:

- To support the aims and ethos of the school
- To set a good example in terms of dress, punctuality and attendance
- To keep up to date with First Aid directives
- To follow the Health and Safety policy and all other school policies as appropriate
- To keep up to date with EYFS legislation.

Key Skills

Essential:

- Educated to NVQ3 (Early Childhood Education or equivalent)
- The necessary personal qualities to command the respect of colleagues, parents and pupils
- Knowledge of the EYFS Curriculum
- Computer literate
- Minimum grade C/4 in Maths and English GCSE
- Able to support the Christian ethos of the school

Desirable:

- Paediatric First Aid qualified – training given

- Minimum of 2 years' experience (current preferred)