

Stonehouse Park Federation
Early Years Practitioner Job description



Post: Early Years Practitioner

Pay: Grade 3 (4– 6)

Responsible to: Nursery Lead

Job Purpose

To have a key role in ensuring the academic and social progress, and emotional wellbeing, of children in the nursery.

Main Duties

The particular duties of the Early Years Practitioner will be determined by their line manager and will be arranged to meet the needs of the particular children being supported. This may include working with children with identified needs. Activities may be undertaken within the setting or in an alternative location. The main duties are:

- To develop and promote positive relationships
- To develop and maintain a healthy, safe and secure environment for children
- Promote children's development
- Protect and promote children's rights, well-being and resilience
- Contribute to the planning of learning programmes for the children.
- Contribute to the assessment of children's progress & development.
- Use information technology and communication technology to support children's early learning
- Meet statutory welfare requirements in the Nursery
- Work effectively with members of the team and contribute to the training and support of student and volunteers
- Contribute to the planning and implementation of transition procedures
- Contribute and implement positive environments for children under 5 years
- Contribute to supporting parents with literacy, numeracy and language needs
- To understand and respond positively to the physical, emotional and/or behavioural needs of children and to encourage participation and independence.
- Support children with disabilities or special educational needs and their families
- To support the delivery of appropriate aspects of key documents (such as Speech and Language Reports, Educational Psychology reports, 'MyPlans' and IEPs), and to participate in reviews, as required.
- The post holder must respect the confidentiality of families, whilst sharing information appropriately and if necessary sharing information with statutory agencies in line with agreed School & Nursery
- To carry out safeguarding responsibilities in line with the federation policy and the most recent publication of Keeping Children Safe in Education, logging behaviour incidents, pastoral updates and concerns using CPOMS (Child Protection Online Management System).
- To attend to children's personal needs, including social and health training, hygiene and basic first aid (this may include administration of medicines by agreement and subject to any appropriate training being provided).
- To be flexible in working arrangements in order to best meet the needs of children in the nursery.

Supervision

General direction and work expectations will be provided by the Nursery Manager (and Federation Assistant Head for Inclusion in the case of children with SEND). The Early Years Practitioner will be expected to be capable of working independently with individual children or groups of children either within the classroom or at some other location.

Responsibilities

The postholder must exercise responsibility for the welfare and safety of children at all times, intervening where necessary to ensure safe and proper conduct. The postholder must carry out safeguarding duties in line with the federation policy and the most recent publication of Keeping Children Safe in Education.

Physical Effort

Occasional lifting may be required to move equipment, resources and occasionally children. There is a need to be able to work at the children's level and to sit on the floor at times.

Working Environment

Most activities will be undertaken within nursery premises. The postholder may occasionally be required to change nappies, attend to children who have sickness or toileting problems. Some anti-social behaviour by pupils may be experienced.

Standards and quality assurance

- Support the aims and values of the federation.
- Set a good example in terms of dress, punctuality and attendance.
- Attend, support and participate in open days.
- Uphold the federation's policies and procedures
- Actively participate in staff training and implementation of initiatives.
- Engage fully with team and staff meetings.

Special Notes Or Conditions

The postholder will be subject to a full police and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared. The postholder has a responsibility to promote and safeguard the safety and welfare of children in accordance with the school's child protection and behaviour management policy.

Review

The job description sets out the principal responsibilities of the post but does not describe each of the tasks that it may be necessary to carry out. The job description may be reviewed from time to time in consultation with the postholder in order to address changing circumstances or priorities within the school.

Signed: _____ **(Postholder) Date:** _____

Signed: _____ **(Line Manager) Date:** _____