

## Job Description

<b>School/College:</b>	<b>Greenfield Primary School</b>
<b>Job Title:</b>	<b>Early Years Practitioner</b>
<b>Grade:</b>	<b>6-7</b>
<b>Post Number:</b>	
<b>Responsible To:</b>	Head teacher
<b>Key Relationships/ Liaison with:</b>	Teachers, Other classroom support staff, SENCO
<b>Job Purpose:</b>	To work as a professional in partnership with the Early Years teacher(s) to provide quality care and education to promote the physical, social, emotional and cognitive development of children, creating an environment that is safe, stimulating and challenging
<b>Occupational Standards:</b>	Children's Care, Learning and Development (CCLD) Level 3 or equivalent – see Early Years qualifications list (DfE)

### **MAIN DUTIES AND RESPONSIBILITIES:**

1. To help prepare, monitor and maintain a safe and secure learning environment in line with the teacher's lesson plans.
2. To contribute to the planning and implementation of curriculum frameworks for early education, developing, leading and evaluating activities for whole classes, groups and individual pupils that promote children's development.
3. To promote, observe, record and report on pupil performance and development, using assessment strategies to improve learning.
4. To contribute to the assessment of children's progress within curriculum frameworks for early education, including identifying and planning assessment requirements and assessing and recording pupil progress, in consultation with the teacher.
5. To lead structured and unstructured activities that encourage children to learn and develop, including through play.
6. To promote child development, including pupil's self-reliance, self-esteem and emotional resilience.
7. To support the physical, intellectual, emotional and social development of pupils, facilitating children and young people's learning and development.
8. To support pupils to improve their numeracy and literacy skills through focussed learning activities and more generally across the curriculum.
9. To promote the development of positive relationships and acceptable behaviour in accordance with school/pre-school policy.
10. To ensure excellent communication with parents/carers about the care, development and education of their children and develop the partnership between the school/pre-school and parents/carers.
11. To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff

team.

12. To prepare and utilise ICT resources to support pupils learning.
13. To provide care and encouragement to children and young people with disabilities or special educational needs, supporting them to participate in activities and liaising, if required, with parents/carers/other professionals as appropriate.
14. To support the successful transfer and transition of children in learning and development contexts.
15. To provide support, if required, for pupils who are bilingual, multilingual or who do not speak English.
16. To prepare and support the use of learning materials, monitor and maintain curriculum resources, and create visual displays in order to ensure a safe and relevant physical learning environment.
17. To assist volunteers based in your work area, as appropriate.
19. To contribute to assessing and developing plans to meet the personal support needs of children and young people with additional requirements, and assist in the implementation and evaluation of the plans.
22. To escort and supervise pupils on educational visits and out of school/pre-school activities, ensuring their health, safety and well-being.
24. To provide toileting support to pupils as necessary.
25. To support, as appropriate, in instances where pupils are unwell whilst at the school/pre-school.

#### **SPECIAL FACTORS:**

*(Please delete/add where appropriate)*

**Subject to the duration of the need, the special conditions given below apply:**

- (a) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
- (b) The postholder may be required, at times, to work across other schools / establishments / relevant agencies in the locality.
- (c) Expenses will be paid in accordance with the Local Conditions of Service.
- (d) This post is subject to a check being carried out at an Enhanced level by the Disclosure and Barring Service (DBS) regarding any previous criminal record.

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

**Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 to accommodate a suitable disabled candidate.**

## Person Specification

**School/College:** Greenfield Primary School

**Job Title:** Early Years Practitioner

**Grade:** 6-7

**Post Number:**

	<b>Essential</b>	<b>Desirable</b>	<b>How assessed</b>
<p><b><u>Qualifications</u></b></p> <ul style="list-style-type: none"> <li>• NNEB or NVQ 3 in Children’s Care, Learning and Development, or equivalent</li> <li>• Level 2 qualifications in maths/numeracy and english/literacy</li> </ul> <p>OR</p> <p>Able to demonstrate competency in literacy and numeracy equivalent to level 2.</p>	✓		App/Doc
<p><b><u>Experience</u></b></p> <ul style="list-style-type: none"> <li>• Experience of supporting children’s development, teaching and learning in a formal setting</li> <li>• Experience of leading activities with individual’s, groups and whole classes to support children’s development</li> <li>• Experience of supporting teaching and learning in an Early Years Foundation Stage (EYFS) setting</li> <li>•</li> </ul>	✓		App/Int/Ref
<p><b><u>Knowledge</u></b></p> <ul style="list-style-type: none"> <li>• Knowledge of and the ability to apply child protection and health and safety procedures.</li> <li>• Knowledge and understanding of children’s development.</li> </ul>	✓		App/Int/Ref
<p><b><u>Skills/Attributes</u></b></p> <ul style="list-style-type: none"> <li>• Ability and willingness to undertake professional development.</li> <li>• Good interpersonal skills.</li> <li>• Empathy with children and young people.</li> <li>• Ability to work effectively as part of a team.</li> </ul>	✓		App/Int
	✓		Int/Ref
	✓		Int/Ref
	✓		Int/Ref

	<b>Essential</b>	<b>Desirable</b>	<b>How assessed</b>
<p><b><u>General Circumstances</u></b></p> <ul style="list-style-type: none"> <li>• Attendance - evidence of regular attendance at work.</li> <li>• An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations.</li> </ul>	<p>✓</p> <p>✓</p>		<p>App/Ref/ Med</p> <p>App/Int</p>
<p><b><u>Factors not already covered</u></b></p> <p>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.</p>	<p>✓</p>		<p>Med</p>

**App = Application Form**

**Test = Test**

**Int = Interview**

**Pre = Presentation**

**Med = Medical Questionnaire**

**Doc = Documentary Evidence (E.g., Certificates)**