



## Job Description

### Early Years Practitioner

#### Summary

The Early Years Practitioner will work under the guidance of the Early Years Lead Practitioner and the Assistant Head (Foundation Stage) to assist in the smooth running of the classroom and to provide support for children in the Nursery in a welcoming, caring and safe environment.

**Responsible to:** Early Years Lead Practitioner (LP)  
& Assistant Head (Foundation Stage) (AH)

#### Classroom

- Carry out group work with children which may consist of phonics, letters and sounds, maths, writing and physical activities that include fine and gross motor activities.
- Work in a supportive manner with the LP and all other staff at all times.
- Undertake creative work that goes on displays, typing up of observations to go with work on display, and helping put up displays, reflecting each individual child's work.
- Have any work prepared ready for the next day.
- Leave the room and outside area at the end of the day tidy, clean and ready for the next day.
- Follow rota system – nappies and toileting, clean toilets, chop fruit and load/empty dishwasher, collect snack from dining hall and prepare snack etc.
- Supervise children during outside play.
- Be flexible within working practices of the setting. Be prepared to help where needed, including undertaking certain domestic jobs within the setting, e.g. preparation of snack meals, cleansing of equipment, washing of dressing-up clothes, toys and sleeping mats, collecting fruit/food from the kitchen etc.
- Support children at lunchtime in dining hall, cutting food, encouraging children to eat and drink when required.
- Take part in Forest School activities and wear appropriate clothing in general for all weathers.
- Build good positive relationships with parents.

#### Reports, Learning and Planning

- Discuss children's learning with the LP.
- Update children's supervision forms each term.
- As directed by LP, work with children on one-to-one basis on Individual Education Plan (IEP).
- Help to add comments through observations that will contribute to children's reports.

#### Safeguarding

- Uphold standards within the setting by adhering to all policies and procedures and to keep up to date with being aware of all school policies (in particular Health and Safety Policy, Safeguarding and Child Protection Policy, Use of Photographs (Prep School) Policy and Intimate Care and Nappy Changing Policy).
- Ensure all children are cared for in a safe and stimulating environment.

- Record accidents in the accident book and inform LP.
- Respect the confidentiality of information received from parents, staff etc.

### **Teamwork**

- Be prepared to work on specific days i.e. Inset training sessions/days, nativity, Christmas party, induction, new events that are arranged during the year e.g. baby shows and sports day.
- Be proactive and willing to get involved within the team.

### **Pastoral Care**

- Undertake general pastoral care, e.g. making sure children are well, taking temperature, contacting parents of unwell child, etc.
- Be aware of children's allergies.

### **General**

- Attend meetings, as required including a staff meeting once a week at 8.15am.
- Work alongside the AH and team to ensure that a balance is achieved between following the children's interests and following the EYFS plan requirements.
- Be aware of the high profile of the setting and to uphold its standards at all times.
- Keep up to date with EYFS requirements.
- Take part in activities as requested by Teacher or Key Stage Leader, if required to work in another year group.
- Demonstrate a commitment to Lingfield College.
- Undertake any other reasonable ad-hoc requirements of the setting.
- Be available where reasonable for on-call duty.

### **Key Children (specific responsibilities)**

- Read once a week, undertake phonic sounds, number work, and handwriting or support activities that the LP has planned for the child.
- Keep learning journeys up to date by recording observations on all children throughout the week.
- Update and record observations on the electronic Learning Journeys.
- Be responsible for observations, photos and work to be collected for all children within the setting, not just key children.
- Add information onto the computerised tracker.
- Be prepared to work with other people's key children and work, throughout the year.

### **Person Specification**

The ideal candidate will:

- Have an enthusiasm for working with young children.
- Have an interest in the care, learning and development of young children.
- Demonstrate a commitment to the provision of high quality childcare.
- Have a childcare qualification, be NVQ 2 or 3 qualified.
- Have knowledge of EYFS curriculum.
- Have previous experience in a similar environment.
- Have special needs experience or willing to take part in training if required.
- Be able to work on own initiative.
- Be enthusiastic and hardworking.
- Be friendly yet authoritative with the children.

- Have good time keeping and punctuality.
- Be positive, enthusiastic, motivated and provide a fun and stimulating environment for the children to develop in.
- Demonstrate a positive attitude to change and to the importance of creating a good team atmosphere.

**Personal qualities:**

- Good organisational and record keeping skills.
- Excellent communication skills, with children, colleagues, advisors and parents/carers.
- Patience, reliability and trustworthiness.
- A positive approach to inclusive practice, with children and colleagues.
- Flexibility approach to work.
- Able to work as part of a team.
- A positive approach to learning and gaining new skills through teamwork and training opportunities.

**Conditions:**

Hours of Work: Full time Monday to Friday, working 40 weeks per year, on a shift rota which will include early shift (starting 7.30 a.m.) and late shift (finishing 6.30 p.m.)

Salary: competitive and discussed at interview

Temporary until 31<sup>st</sup> August 2020 in the first instance

The job description sets out the duties of the post at the time it was drawn up. The post holder may be required to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level or responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Lingfield College is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check via the Disclosure and Barring Service. At Lingfield College we uphold fundamental British values and expect all employees to do the same. Lingfield College is an Equal Opportunities Employer.