

JOB DESCRIPTION

JOB TITLE:	Early Years Practitioner (part-time)
REPORTS TO:	Room Supervisor/ Nursery Leader/Headmistress
HOURS OF WORK:	Monday to Friday 8.45am - 2pm
SALARY:	Subject to qualifications and experience

Purpose of Post

- To provide a high standard of physical, emotional, social and intellectual care for children placed in the setting.
- To support staff, children and families within the setting.
- To work as part of a team in order to provide an enabling environment in which all individual children can play, develop and learn.
- To build and maintain strong partnership with parents to enable children's needs to be met.
- To have a working knowledge of EYFS.

Main Duties

- Key worker to a group of children, building strong relationship with the children and their parents.
- Have a sound knowledge of safeguarding issues and be responsible for promoting the welfare of all children within the setting. To advise line manager or Designated Safeguarding Lead of any safeguarding concerns regarding staff or children.
- Ensure the provision of a high quality environment to meet the individual needs of all children having knowledge and awareness of any disabilities, family cultures and medical histories.
- Promote and model positive behaviour at all times.
- Foster independence and robust self-esteem in every child.
- Keeping records, observations, assessments, monitoring children's progress and sharing this information with other staff and the child's parents, orally or written, ensuring that confidentiality is maintained at all times.
- Use data from records, observations and assessments to inform future planning.
- Undertake appropriate administrative tasks and be IT literate.
- Contribute to short and long term planning and implement an appropriate range of activities and experiences for all children in collaboration with nursery staff, Room Supervisor and Nursery Leader.
- Make appropriate use of resources.
- To be involved in out of hours activities such as training, staff meetings, Open Days, Dads' Day and Summer Fair.
- To read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting.
- To develop your role within the team and be able to be flexible within working practice, undertaking other responsibilities where appropriate.
- To support all Early Years Practitioners, students and volunteers.
- Accompany pupils on and off site as directed by line manager, Nursery Leader, Headmistress.
- Ensure the nursery room is a bright, cheerful welcoming area for children and their parents/carers at all times.
- Supervise the children at lunch and at playtime. Be flexible in moving between rooms as required. Preparing snacks for children as required.
- Be willing to update and upskill knowledge and training e.g. first aid qualifications.
- Participate in the school's Appraisal programme.
- Make an active contribution to the life and aspirations of the School.

Other Responsibilities:

All staff should be willing to assist other staff in preparation and supervision of activities, to include some playtime and lunchtime supervision. Early Years Practitioners are required to attend Staff Meetings and Briefings, INSET Days, Open Days, Parents' Evenings and Meetings and the School Fair. Early Years Practitioners will also be prepared to attend other such meetings, functions and training as is from time to time deemed necessary. No description of responsibilities can be fully comprehensive and this job description is subject to review and modification as necessary. Early Years Practitioners are also required to carry out other reasonable duties as are from, time to time, deemed necessary by the Headmistress.