



Aldenham Prep School

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Early Years Practitioner

April 2021

Appointment of an Early Years Practitioner

The School wishes to appoint an **Early Years Practitioner (NVQ level 3)** for April 2021. The successful candidate will be expected to practise across the full range of the Early Years Foundation Stage curriculum, with this post being in Nursery initially. We have an excellent learning environment led by the Nursery teacher. The EYP reports to the Nursery teacher and then to the Headmistress.

The hours of work are 8.45am – 3.45pm.

The salary is subject to qualifications and experience.

Job Description for: Early Years Practitioner

Aldenham Prep School is an IAPS co-educational day school (pupils aged 3-11). It is the Prep School to Aldenham School and part of the Aldenham Foundation, located near Elstree. We provide an environment which enables each child to give their best and achieve their best. High academic standards are achieved through close attention to the individual child and through dedicated and inspirational teaching. Educators at Aldenham Prep School must be enthusiastic professionals, prepared to fully commit to the ethos of the School, as laid out in our Mission Statement and Aims. In March 2021 we will be moving into our new, purpose built Prep School on site here.

Learning Environment Duties

- a) Supervise the children including at lunch and at playtime. Be flexible in moving between rooms as required.
- b) Ensure the nursery rooms are positive, calm, and welcoming for children and their parents/carers at all times.
- c) Contribute to short and long term planning and implement an appropriate range of activities and experiences for all children in collaboration with Nursery staff.
- d) Accompany pupils on and off site as directed by Nursery teacher and Headmistress.
- e) To have a working knowledge of the EYFS.

General Duties

- a) Undertake appropriate administrative tasks and be IT literate and confident.
- b) To read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting.

Pupil Achievement and Wellbeing

- a) Be a Key worker to a group of children, building a strong relationship with the children and their parents.
- b) Have a sound knowledge of safeguarding issues and be responsible for promoting the welfare of all children within the setting. Advise line manager or Designated Safeguarding Lead of any safeguarding concerns regarding staff or children.

- c) 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.
- d) Promote and model positive behaviour at all times.
- e) Foster independence and robust self-esteem in every child.
- f) Provide a high standard of physical, emotional, social and intellectual care for children placed in the setting.
- g) Work as part of a team to provide an enabling environment in which all individual children can play, develop and learn.

Relations with parents and wider community

- a) Make observations and assessments and keep records to monitor children’s progress.
- b) Share this information with other staff and the child’s parents, orally, electronically (using Evidence Me) or in hard copy, ensuring that confidentiality is always maintained.
- c) Use data from records, observations, and assessments to inform future planning.
- d) Support staff, children, and families within the setting.
- e) Build and maintain strong partnerships with parents to enable children’s needs to be met.

Managing own performance and development:

- a) Commit to ensuring own work life balance.
- b) Participate in the Foundation’s appraisal programme.
- c) Be willing to update and upskill knowledge and training e.g., first aid qualifications.
- d) Read, understand, and adhere to all policies and procedures relevant to your role and the safe running of the setting.
- e) Support all Early Years Practitioners, students and volunteers.
- f) Make an active contribution to the life and aspirations of the school.

Person Specification

Qualifications	Experience	Attitudes
Be a fully qualified Early Years Practitioner (NVQ Level 3).	Have experience of Early Years settings.	<p>Excellent organisational skills.</p> <p>Excellent communication skills to liaise with parents, staff, and others.</p> <p>Good IT skills.</p> <p>Be committed to achieving the highest possible standards for all children.</p>

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. Specific events are detailed in the Staff Handbook.

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.