

	Name:	XXXXXXXX
	Post title:	Early Years Practitioner
	Salary:	Scale 2 Point 3
	Contracted Hours:	8.30am -4:00pm term time plus 4 weeks
	Terms and Condition:	National Joint Council (NJC)
	JD Reference	2717
	Start Date:	TBC

Job Description

Job Purpose
To work under the instruction/guidance of supervisors/ senior staff to undertake work/care/support programmes, to enable access to learning for children and to assist the supervisor in the management of children in the nursery. Work may be carried out in the room or outside the main teaching area.
Major Tasks
- Supporting children's Personal Development, behaviour and welfare. - Teaching, care and assessment of children. - Preparing resources for teaching, learning, development and assessment.
Contacts & Relationships
- Supervise and provide support for children, including those with special needs, ensuring their safety and access to learning activities. - Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes. - Establish constructive relationships with children and interact with them according to individual needs. - Promote the inclusion and acceptance of all children. - Encourage children to interact with others and engage in activities led by the teacher or supervisor/daycare manager. - Set challenging and demanding expectations and promote self-esteem and independence. - Provide feedback to children in relation to progress and achievement under guidance of the teacher/supervisor/daycare manager. - Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage children to take responsibility for their own behaviour. - Establish constructive relationships with parents/carers. - Appreciate and support the role of other professionals. - Attend and participate in relevant meetings as required. - Participate in training and other learning activities and performance development as required. - Assist with the supervision of children out of lesson times, including before and after school and at lunchtime. - Accompany teaching staff and children on visits, and out of school activities as required and take responsibility for a group under the supervision of the teacher/daycare manager/supervisor.
Creativity
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of children' work. - Use strategies, in liaison with the teacher, to support children to achieve learning goals. - Assist with the planning of learning activities. - Monitor children' responses to learning activities and accurately record achievement/progress as directed.

• Provide detailed and regular feedback to the teacher/daycare manager and supervisor on children achievement, progress, problems etc. • Provide clerical/admin. support e.g. photocopying, collecting money.
Decisions
• Be aware of and support difference and ensure all children have equal access to opportunities to learn and develop. • Contribute to the overall ethos/work/aims of the school and nursery.
Management & Supervision
• No management or supervisory responsibilities
Supervision Received
• Room Supervisor • Day Care Manager or teacher-quality assurance and training • Senior Leadership Team (SLT)- quality assurance and training
Complexity
• Teaching, Learning & Assessment • Personal Development, Behaviour and Welfare • Health & Safety • Safeguarding children
Resources
• Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
Impact
• Learning & Assessment • Health & Safety • Safeguarding children
Physical Demands
• Managing Behaviour • Physical Education • Risk assessments, policies and procedures are in place to keep children and adults safe
Working Environment
• Outdoor learning and play in variable weather conditions. • Educational Visits off site-risk assessments, policies and procedures are in place to keep children and adults safe.
Emotional Context
• Child Protection disclosures from children- risk assessments, policies and procedures are in place to keep children and adults safe. • Verbal abuse from parents- The Headteacher and Senior Leaders including the Day Care Manager would implement the appropriate policies to deal with such an event. • Managing Challenging Behaviour- risk assessments, policies and procedures are in place to keep children and adults safe.
Other
The postholder will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade. The postholder will be expected to actively follow Telford & Wrekin Council policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct etc. The postholder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations.

Person Specification

Criteria	Standard
Qualifications	• Good numeracy/literacy skills • Level 2 Diploma for the Early Years Practitioner or equivalent DFE recognised qualification. • Training in the relevant strategies e.g. EYFS Curriculum • Level 3 Paediatric First Aid (PFA) training
Experience	• Working with or caring for children of relevant age
Knowledge	• Understanding of relevant policies/codes of practice and awareness of relevant legislation. • General understanding of foundation stage curriculum • Basic understanding of child development and learning
Skills	• Effective use of ICT to support learning. • Use of other equipment technology – video, photocopier. • Ability to self-evaluate learning needs and actively seek learning opportunities. • Ability to relate well to children and adults. • Work constructively as part of a team, understanding roles and responsibilities and your own position within these.
Personal style & behaviours	• Self-motivated with a positive approach and attitude. • Punctual. • A good role model. • Smart dress code • High expectations of self and others • Resilient • Resourceful • Reflective • Responsible • A team player • Respects self and other
Fluency Duty	This post has been identified as a customer facing role and therefore the Council is required to fulfil their statutory duty under Part 7 of the Immigration Act 2016. As a public body the Council is obliged to ensure member of staff in such roles can have a command of spoken English which is sufficient to enable the effective performance of their role. The post holder will be required to talk with children and parents and discuss complex issues.

We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person specification includes what we believe are fully justifiable essential and desirable selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.

Type of criminal records checks required for this post	Ticked as required
None	
Basic Disclosure	
Standard Disclosure	
Enhanced Disclosure	
Working with Adults - Regulated Activity	
Working with Children - Regulated Activity	

Information on types of criminal records checks is available at:

<https://www.gov.uk/disclosure-barring-service-check>