



Early Years Practitioner
Job Description

Early Years Practitioner

Grade 6

ABOUT THE POST.

The Early Years Practitioner will work under the overall direction of the Senior Early Years Practitioner/Early Years Teacher, working in partnership with colleagues and relevant agencies appropriate to the needs of the children and the school.

The post holder will be employed to work with a key-group of children within the Early Years setting primarily to provide high quality care and education for children.

To ensure a child-centered environment where children are looked after in a safe, caring and stimulating way, ensuring their individual needs are met within a group setting.

To assist in providing an environment which encourages the wider aspects of good child development, including health and family support.

To be part of a team that provides a caring and a friendly, stimulating environment for the children within the school.

To support the Early Years setting in domestic duties.

KEY AREAS.

1. Work with children
2. Work as part of a team
3. Duties associated with the day to day running of the school
4. General

DUTIES AND RESPONSIBILITIES

The Early Years Practitioner will be a member of a multi-disciplinary team, under the leadership of the Head Teacher. In co-operation with the Head Teacher, the post holder will:

- 1.0 Work with children.
 - 1.1 As part of a team, plan activities as appropriate to facilitate the holistic development of individuals and groups of children whilst encouraging independence and children's choice.
 - 1.2 As key person, be responsible for the holistic development of a group of young children. Liaise with parents and carers as appropriate, keep structured records of children within the key group and facilitate a broad and

balanced curriculum by monitoring and evaluating children's progress and planning next steps for further development.

- 1.3 Undertake duties in connection with transition to the next stage of education. This will include visits or contact with teaching staff, the passing on of all records, completion of assessments and progress data.
 - 1.4 Provide all aspects of care for children aged two to five years, including washing/ changing/feeding.
 - 1.5 Care for sick children and provide basic first aid where necessary, including accompanying children to hospital where appropriate and to keep a log of medication.
 - 1.6 Be responsible for supervising young children during meal and snack times, you prepare, as appropriate, whilst ensuring that all food and drink is suitable for their individual dietary needs and allergies.
 - 1.7 Work in conjunction with, and liaise with outside agencies and the community as deemed appropriate.
 - 1.8 Understand and respond to the specific needs of very young children (2 to 5 years) and provide a holistic educational plan that meets their development needs.
 - 1.9 To identify and monitor any concerns arising with individual children and follow the appropriate route for reporting and recording these.
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- 2.0 Work as part of a team.
 - 2.1 To attend meetings and events, as requested, relevant to the performance of the post holder and the Early Years provision.
 - 2.2 To support colleagues throughout the Early Years environment in all aspects of the provision as required.
 - 2.3 Undertake relevant training, during contracted hours and out of contracted hours, to enhance the performance of duties and personal development.
 - 2.4 To assist in the monitoring and evaluation of practices, policies and procedures as necessary.

- 2.5 Liaise with team members as required to highlight particular needs of individual children within the key group.
 - 2.6 Through observation and assessment, to plan, implement and evaluate a high-quality foundation stage curriculum for all children in the setting.
 - 2.7 Supervision of students, write reports, etc.
 - 2.8 To work with staff supporting children with SEN, ensuring they are clear in their roles
- 3.0 Duties associated with the day to day running of the school.
- 3.1 Supervise the activities of individuals or groups of children to ensure their well-being and safety (indoors and outdoors).
 - 3.2 Promote a quality curriculum that upholds established Early Years policies, regarding sensitivity to the needs and requirements of different ethnic, cultural and social backgrounds and to provide a curriculum which supports the community.
 - 3.3 Planning and preparation of equipment and materials for each session including health and safety checks every day.
 - 3.4 Presentation of children's work and the compilation of displays.
 - 3.5 Maintenance of equipment and materials.
 - 3.6 Assist in maintaining stock and resources, ordering new replacements as agreed with the Senior Early Years Practitioner/Early Years Teacher, to support the work across the team in its delivery of services.
 - 3.7 To be responsible for domestic duties including tidying, cleaning, washing up and laundry within the Early Years setting.
- 4.0 General.
- Carry out your duties with due regard to current and future Council policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, on-going performance development and through Council communications.

As part of your wider duties and responsibilities you are required to promote and actively support the Council's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable. Please refer to the Employment page, working for the Council on the Kirklees website under the following link:

<http://www.kirklees.gov.uk/employment/safeguarding.shtml>

Responsible To: Head Teacher/Deputy Head Teacher/Early Years Teacher/Senior Early Years Practitioner