



In Christ: be healthy, be happy, be helpful, believe.



Astley St Stephen's CE Primary School
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Headteacher: Mrs Jill Southern

Job Description for Early Years Practitioner

Purpose

- To work within the ethos of Astley St Stephen's CE Primary School and provide a warm, welcoming, and stimulating environment, where children and families feel valued.
- With the guidance of senior staff to ensure the well-being, care of all young children and support their access to learning (including those with special needs).
- To meet the individual children's needs, through play and learning opportunities and general care.

Reporting to:

- Headteacher, Assistant Headteachers and Early Years Leader

Support of Children:

- To supervise the children in an inclusive manner, ensuring their safety and access to learning activities.
- To provide a range of learning opportunities and general care that reflects the child's individual ability.
- To nurture positive relationships with children, ensuring their emotional well-being and promoting their confidence and self-esteem.
- To share responsibility with colleagues for creating a provision in which all children can interact and develop fully, intellectually, physically, socially and creatively through play.
- To provide learning experiences that challenge and enable young children to grow in confidence and independence within a stimulating environment.
- To take responsibility for the observation, assessment, monitoring and record keeping of children's learning and development using a variety of methods, to inform planning.

Support for the Senior Management Team

- To work with senior staff in creating and maintaining a purposeful and organised environment that supports the delivery of play and learning opportunities.
- To monitor children's achievements and identify any difficulties.
- To ensure that practice complies with the school's policies and procedures.





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- To support the management team in the organisation of the school's provision on a day-to-day basis, including administrative tasks.
- To develop learning opportunities and implement these to meet the differentiated learning needs of individual children as outlined in EYFS.

Support for Early Years Foundation Stage:

- With guidance from senior staff to provide learning activities within the guidelines of the EYFS.
- With guidance from teaching staff to plan, prepare and deliver an Early Years Curriculum for young children.
- To support the use of a variety of equipment for learning activities, including ICT.

Support for the Parents/Carers:

- To ensure a warm and welcoming approach to parents/carers, which encourages their participation and involvement in the nursery's activities.
- To develop positive relationships with parents/carers and be sensitive to their needs.
- To support parents/carers to develop their understanding of how their child learns.

Support for the School:

- To have a sound knowledge of and comply with the policies and procedures relating to safeguarding, health and safety, security, confidentiality and data protection; reporting all concerns to the appropriate person.
- To understand and promote inclusion and equality policies and procedures.
- Where appropriate, to support and work with other professionals.
- To attend relevant meetings as requested by the senior staff or Head Teacher
- To undertake appropriate training opportunities and professional development in order to maintain a high-quality provision.

Arrangements for the Supervision and Professional Development of the Postholder:

- Through regular supervision and performance reviews, identify and undertake appropriate training and professional development opportunities that ensure the necessary skills, knowledge and understanding are kept up to date

General:

- To undertake such other duties, which may reasonably be regarded as within the nature of the duties/responsibilities and grade of the post.
- The postholder must undertake their duties in a way that secures positive action in respect of equal opportunities and a multi-cultural approach.

