

Early Years Practitioner

James Elliman Academy

Job Description

Reporting to	Vice Principal - Early Years Lead
Grade	5

Job Purpose

Foundation Stage Key Person will be a member of the Foundation team and may be required to work in any area of the Foundation Stage as directed by the Early Years Lead.

To work unsupervised under the guidance of the Class teacher, in developing and implementing the curriculum for Foundation Stage, providing support to a group of children, including those with SEN.

Key Accountabilities

The following list is not intended to be exhaustive but indicates the range of duties and the level of responsibility involved.

Main Duties and Responsibilities

- To contribute to the supervision of learning and pastoral care and in consultation with the teacher, deliver the appropriate curriculum for the age of the pupils, with a degree of autonomy to adapt the activity as per the needs of the child.
- Contributes to and leads class activities in conjunction with the teacher, for example at the end of the session if the class teacher leaves, the post holder is responsible for the teaching and learning of that class and for seeing them home at the end of the session.
- To take responsibility for the class when the class teacher is attending to other duties, such as leading intervention groups. The post holder may also cover for the class teacher if she is absent or attending a course.
- To encourage and promote learning by providing appropriately challenging levels of support and interaction, to develop and extend learning through play and use of language and for example use of signing where appropriate.
- Undertaking lesson observations to plan and evaluate pupil progress, responsibility for sharing outcomes with the parents, in their role as keyworker. In addition, will be a key part of parents' evening and undertake all associated preparation as keyworker and feedback to parents their child's progress.
- Assist in the maintenance of good behaviour and has a shared responsibility for the class, in conjunction with the teacher.
- Develop good relationships with and between families, professionals, school and attends parent consultations and reviews as required.
- To lead home visits with another member of staff in order to facilitate the transition between home and school in order to evaluate and assess the home setting in preparation for the children starting school, the developmental requirements of the child
- Attending all staff, year group, curriculum and parents meetings as directed by the Principal
- Producing lesson plans, in the specified format, with ongoing evaluation of the progress made in that plan

- Incorporating class and individual pupil target setting into planning and ensure every effort is made to reach those targets
- Keeping and maintaining records of children's progress in all aspects of the curriculum and any special needs etc. As a result the postholder will create a plan and consult and agree with the class teacher.
- Responsibility for maintaining record books and updating monitoring sheets.
- To attend and participate in staff and planning meetings to disseminate information on the child's development, activity, training courses etc.
- Maintain confidentiality in and outside the workplace.
- Understand and assist in the interpretation of school policies.
- Awareness and understanding of safeguarding protocol and procedures and take appropriate action.

General

- Maintain confidentiality in and outside the workplace;
- Support the implementation of academy policies;
- Promote the inclusion and acceptance of all pupils;
- Be aware of and understand safeguarding protocol and procedures and the importance of taking appropriate action;
- Attend and participate in meetings and training opportunities;
- Carry out any other reasonable tasks/duties as required by The Trust in accordance with the needs of The Trust.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Park Federation Academy Trust or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

Data Protection

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 2018.

Safeguarding

In accordance with the commitment of The Park Federation Academy Trust to follow and adhere to the Department for Education guidance entitled "Keeping Children Safe in Education", it is the individual's responsibility to promote and safeguard the welfare of children and young people in the Academy. A satisfactory DBS check is required for this post.

Person Specification

Criteria	Essential	Desirable
Experience & Qualifications	<ul style="list-style-type: none"> • NVQ Level 3 in Child Care Development or NNEB, DCE, DPP level 3 or other recognised Early Years qualification • English and mathematics GCSE or equivalent • At least two years' experience of working in a childcare environment (which may have been gained whilst studying for the qualification) 	<ul style="list-style-type: none"> • Paediatric First Aid Training • Has been involved in early years support
Skills & Knowledge	<ul style="list-style-type: none"> • Knowledge and Understanding of current principles and practices in childcare. • The promotion of good behaviour through self-discipline. • To be able to work creatively and sensitively with children. • Good communication skills. • Be able to plan and prioritise work. • Understand the curriculum for the stage they are working within. • Ability to prepare resources for learning for learning activities and displays. • Attend Parents' meetings and reviews as required. • Have an awareness of Health & Safety requirements, first aid and emergency procedures. • Be able to administer first aid (if appropriate) 	<ul style="list-style-type: none"> • An understanding of a whole school approach to improvement and raising standards. • Familiarity with the SEN Code of Practice. Familiarity with the delivery of letters and sounds. • Is confident in the use of ICT and other learning resources which the school expects to be used to support teaching in foundation stage • Emergency Paediatric First Aid
Personal Qualities	<ul style="list-style-type: none"> • A caring ethos. • A commitment to working cooperatively in a team situation. • An enthusiastic, caring and flexible EYP. • A commitment to quality learning. • A commitment to the role of parents as co-educators. • A creative thinker. • Self-motivation and initiative. • An ability to embrace change with enthusiasm and a positive outlook. • A commitment to high standards • To be able to accept and act on advice and support when necessary. 	<ul style="list-style-type: none"> • An ability to inspire and motivate children. • To contribute eagerly to all aspects of school life. • An understanding of current development in Primary education. • To have an up to date knowledge of national priorities to support school improvement planning.

	<ul style="list-style-type: none">• Have an ability to work and plan with colleagues in a constructive manner.• To be able to motivate children to achieve their best.• A willingness to attend courses and training which further school development as well as personal goals.• An ability to disseminate information to other staff and share expertise.	
--	--	--