



Early Years Practitioner- Nursery

JOB DESCRIPTION

Main purpose

The Early Years Practitioner will:

- complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.
- Planning, preparing and delivering learning activities for individuals, groups or whole class.
- Monitoring and assessing pupils and recording and reporting their progress.
- To be a keyworker for a group of children.

Duties and responsibilities:

Teaching and Learning

- Encouraging the children's development, independence, self-reliance, initiative and problem-solving skills.
- Taking responsibility for a small group of children for varying types of activity, under the direction of the teacher.
- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all children including, where appropriate, those with special educational needs and disabilities (SEND) and English as an Additional Language (EAL).
- Maintaining respectful and genuine interaction with children using warm and responsive communication strategies, which are appropriate to children's needs.
- To take responsibility for a particular learning area within the EYFS.
- Being supportive and welcoming to parents, recognising the expert knowledge they have of their children and encourage and value their involvement.
- Working in a non-discriminatory way, being aware of difference and ensuring all pupils have equal access to opportunities to learn, develop and reach their potential.
- Observing children's activities and contributing to their written records.
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.
- Observe pupil performance and pass observations on to the class teacher.
- Undertake any other relevant duties given by the class teacher.

Planning

- Participating in curriculum planning and evaluation, contributing own thoughts and ideas to termly, weekly, daily plans and Individual Education Plans (IEP's). To demonstrate a sound understanding of early childhood development and learning.
- Preparation of the learning environment, assisting in the organisation of the room arrangement and resources. Valuing and displaying children's work.



Working with colleagues and other relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher.
- Supporting and including children with SEND and to attend case conferences and reviews on own or with teacher as appropriate.
- Attend and participate in relevant meetings, training and other learning activities and performance development as required.
- Communicate knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the children they work with.
- Develop effective professional relationships with colleagues.

Health and Safety

- Attending to the needs of sick or injured children. Applying First Aid as necessary, recording accidents and attending to children who are unwell until they are collected.
- Assisting with support for children who are identified as having special requirements (including those with complex needs), by assisting with performance of clinical procedures which may be undertaken by non-health qualified staff e.g. administering prescribed medicines, catheter care, tracheostomy care etc
- Moving and handling children, where necessary, following Health and Safety guidelines.
- Assisting individual children with their mobility and independence training, including the use of their equipment, with advice and information passed on from other professionals e.g. Occupational Therapist and Physiotherapist etc.
- Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.
- Feeding children unable to feed themselves at lunchtime and supervising drinks at breaks, liaising with the other professionals (e.g. Speech Therapist), where necessary.
- Toileting continent children, with assistance from colleagues where it has been assessed that more than one member of staff is required. (*This does not include children requiring specialist nursing skills e.g. catheters*). Occasionally, changing continent children who have soiled, with help from colleagues.
- Accompanying children on outside activities (e.g. educational visits, etc).

Personal and professional conduct

- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

Oakdale Infants' School

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Learning together

Oakdale Junior School

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London E18 1JX

Other areas of responsibility

- Overseeing the introduction and settling in process for children and families into the school, including initial home visit with parent, giving initial information on school policies.
- Being the first contact for key parents.
- Setting targets and reviewing IEPs, in collaboration with the Special Educational Needs Co-Ordinator (SENCO).

Duties and responsibilities of the post may change over time as requirements and circumstances change.

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other duties as may be required by the Executive Headteacher/Head of School that are broadly within the grading level of the post and the competence of the post holder.