



JOB DESCRIPTION AND PERSON SPECIFICATION

Job title		Early Years Practitioner					
Service Area		Gearies Primary School			Team	Learning Support	
Grade	LBR 5		Working weeks:	44.46		Hours	36
Reports to		Class teachers					
Purpose of job: To work under the direction of the class teacher to support the education of children in our Early Years Foundation Stage classes.							
Main duties and responsibilities							
<p><i>“We act in the best ways we can; to support each child become the best version of themselves.”</i></p> <p>As an outstanding professional, we need you to be an outstanding Champion for our Children It is essential that you are motivated and aspire to drive a culture of positive beliefs, traditions and actions that influence the daily behaviours and actions of everyone in our community, setting the context that improves our children’s learning experiences and their wellbeing. Our curriculum must evidence how we professionally care for each child. Our curriculum and culture must also reflect culturally responsive pedagogies which further evidence our professional care and attention to our entire community.</p> <p>To achieve this, you must be able to:</p> <ul style="list-style-type: none">▪ Help build a strong community, intensely focused on children’s learning and well being▪ Act upon all stakeholder input▪ Engage children and families in the pursuit of becoming “Partners” in achieving educational goals▪ Teach with cultural responsiveness▪ Establish, “Caring and Daring” Child – Adult relationships▪ Ensure our curriculum bridges cultural referents▪ Help build a community which provides our children and their families with the strong sense that each is seen, matters and belongs <p>This is a role for an inspirational Practitioner, who has a proven record of accomplishment and of being able to work alongside colleagues to develop the courage, integrity and kindness needed to ensure we act in the interests of our children and their families, through sincere, honest Professional Love.</p> <p>Job responsibilities include:</p> <ul style="list-style-type: none">▪ be responsible for the education of the children in the classes you are working in▪ be responsible for the welfare, well-being and discipline of these children▪ develop a consistent, positive approach to all aspects of school life▪ discussing how the children cope with their work with the SENDCO, Early Years SEND Manager and class teachers▪ cater for the personal needs of SEND children (including personal care and toileting)▪ assist with the planning and preparation of lessons in line with agreed school policy▪ teach pupils according to their educational needs							

- make appropriate use of the range of resources available
- contribute to the assessment of pupils' development, progress and attainment
- fulfil the role of Key Person for selected children, and undertake the agreed responsibilities related to this title, including contributing to record keeping and liaising with parents on progress
- support children during the lunch period and contribute to the work of the support staff on duty at that time of day
- maintain displays of children's work
- organise the furniture and resources in the classes and outdoor spaces, to reflect curricular needs, physical restrictions and interests of the children
- teach children to use and store resources correctly and safely
- safeguard children's wellbeing
- follow all procedures in the Health and Safety document of the school
- be aware of the child's home background and act upon any problems relating to the child's health
- discuss with the Designated Safeguard Team suspected abuse or signs of non-accidental injury
- Confidently use CPOMS to record concerns
- recommend new resources needed for the classes
- employ behaviour management strategies to contribute to maintaining pupil discipline
- mark children's work under the guidance of teachers, and giving constructive feedback to children on their progress with their work
- undertake a range of administrative jobs under the direction of teachers, including photocopying, filing, putting up and taking down displays, stocktaking and tidying resources
- administer first aid

Working hours: 8.00 am to 4.00pm, plus one hour each week for year group planning and preparation.

The job description is not necessarily a comprehensive definition and you may be required to undertake other tasks appropriate to the position as the Co-Head Teachers may require.

Person specification

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<i>Weighting: Essential, Desirable</i>					
Selection Criteria					Weighting
Education and Qualifications:					
NVQ level 3 in a relevant field					Desirable
English and Maths GCSE at grade C or above – or equivalent					Desirable
Experience/Knowledge/Skills/Competencies:					
The successful candidate will:-					
1. enjoy working with children					Essential
2. have experience of supporting children in a relevant setting					Essential
3. have experience of supporting children with special needs including managing personal care and toileting needs					Essential
4. have experience of assessing children in the Early Years Foundation stage					Essential
5. be able to communicate clearly verbally and in writing					Essential
6. be able to work collaboratively with others as a part of a team					Essential
7. be able to take the initiative with workloads					Essential
8. be able to follow instructions accurately					Essential
9. have an understanding of the needs of our culturally diverse community					Essential
10. be willing to learn and develop own skills and knowledge					Essential
11. have good understanding of classroom ICT					Essential
12. have a current Paediatric First Aid certificate					Desirable



**Gearies Primary
School**