

## Job Description

### Early Years Practitioner

This post is under the direction of the Head of Early Years, working effectively as part of a team, using personal skills, knowledge and experience to deliver a planned Early Years Foundation Stage curriculum and high quality Nursery care.

#### Main Duties and Responsibilities:

- To have a full working knowledge and understanding of the Early Years Foundation Stage.
- To plan organised daily activities, within a given framework, appropriate to the different age groups, followed up with observations and record keeping.
- To help create a happy and secure environment in which children can develop confidence and grow as individuals, with positive management of children's behaviour.
- To employ good Nursery management skills to supervise groups or individuals building positive relationships and facilitating their educational development and social skills.
- To offer all children equal opportunities as set out in the Early Years Equal Opportunities Policy.
- To encourage children to develop their 'self help' skills and an awareness of personal hygiene, i.e. Washing and toileting.
- As a key person, to take responsibility for the ongoing assessment and records of progress and achievement for a particular group of children, highlighting any problems or significant achievements to the Room Leader.
- To take time to understand the significant needs and requirements of individual children e.g. SEN, allergies, dietary needs.
- To assist the other staff in maintaining a clean, tidy and organised environment.
- To assist in the preparation of snacks and drinks, supervising mealtimes, developing good table manners and eating habits and clearing away after meals.
- To plan for and supervise children in outdoor activities, being aware of their safety and welfare, providing simple First Aid when necessary.
- To contribute to displays, creating an attractive and stimulating environment.
- To work positively as part of the team, to be included in staff rotas and attend regular Early Years meetings.
- To positively promote the Early Years Department at all times, to develop a good relationship with parents and to be a welcoming presence to any visitors entering the Department.
- To show good communication skills and feedback to parents.
- To be aware of and comply with all Early Years policies and Procedures.



- Any other duties appropriate to the post as directed by the Head of Early Years.
- To supervise Creche from 3.30pm - 4.30pm one day per week.
- To hold a current Paediatric First Aid Certificate.
- Authorised to:
  - Provide simple First Aid.
  - Have access to child assessment records and data as part of the duties described above, following the school's guidelines with regard to confidentiality.

**Entitlement:**

Induction, training and professional support:

- To receive new staff induction.
- To receive first aid training in line with school policy.
- To receive appropriate training, as applicable, for all duties which are required within this job description.
- To receive the support of the Head of Early Years and to work as a valued member of the team.
- To attend regular Early Years staff meetings with the Head of Early Years.

*Mr Bill Jones  
Headmaster, Spring Grove School (Wye)  
Updated January 2017*