



JOB DESCRIPTION

Berkshire Schools Trust	New Town Primary School
Job Title: Early Years Practitioner – Level 3	Grade/Salary Range: RG3 SCP 8-11 (£10.62ph)

JOB PURPOSE

To work with the teaching staff in developing and implementing the Early Years Framework for Foundation Stage children and children with special needs in the Foundation Stage class. Be responsible to the teacher in charge of the Foundation Stage, Head Teacher and Governing Body of the school

DESIGNATION OF POST

Working under the direction of the Foundation Stage class teacher, FS co-ordinator and Headteacher.

MAIN DUTIES AND RESPONSIBILITIES

- To assist the FS leader and teachers in the provision and development of high quality, fully integrated education and care for children in our Foundation Stage classes.
- To work in partnership with their class teacher and the FS team in the fostering of the physical, social, emotional and intellectual development of the children.
- To contribute to the provision of a comfortable, safe, stimulating and aesthetically pleasing environment which reflects families' ethnic, social, cultural and linguistic background and caters for the interests of both genders.
- To model positive social interaction and play and to provide exciting learning experiences.
- To interact appropriately with the children at all times in all environments.
- To contribute to observing, assessing and recording arrangements for each child's progress, according to the school's procedures and expectations.
- To demonstrate the ability to interpret observations and convert to assessment of need
- To contribute to planning and evaluating daily, weekly and termly.
- Work with individuals, groups and the class as required
- To be a key worker to a number of individual children

- Develop good professional partnerships with parents based on positive but honest dialogue and feedback on their child.
- Assist with smooth transitions from home to school, and within school.
- Assist with meeting all children's hygiene requirements.
- Draw on the experience and expertise of more experienced colleagues.
- Create stimulating displays, role play areas and other environments to spark children's interest and imaginations.
- To fulfil other duties as reasonably required by the team leader and the school.
- To have a good level of spoken and written English.

SCOPE OF JOB (BUDGETARY/RESOURCE CONTROL, IMPACT)

None.

SPECIAL/OTHER REQUIREMENTS OR RESPONSIBILITIES OF THIS POST

What level of DBS check is required for this post? ENHANCED

Does the post require a Protection of Vulnerable Adults (POVA) check? NO

Does the post require a Protection of Children Act (POCA) check? YES

What other security/safer recruitment clearances are required for this post (excluding standard identity/work permit/education qualification checks)? – Please specify

Is this post 'politically restricted'? NO

You have a duty to be aware of your financial responsibilities as outlined within the finance manual

What Level H&S Responsibilities are applicable to this post? LEVEL 1

PERSON SPECIFICATION

QUALIFICATIONS/EDUCATION/TRAINING:

NNEB or NVQ3 EYP qualification
First aid training as appropriate

EXPERIENCE

Significant experience of working with children in an educational setting

KNOWLEDGE, SKILLS AND ABILITIES

Good verbal and written communication skills using accurate written and spoken English

The ability to follow specific instructions from the class teacher or senior management team

Effective use of ICT including Microsoft Office applications

Use of other equipment technology – video, photocopier, digital camera

Willingness to adhere to school policies/codes of practice and awareness of relevant legislation such as equal opportunities, SEN and H&S

Ability to maintain a professional demeanour in challenging situations

Good organisational skills

Awareness of the need for and ability to follow child safeguarding procedures as directed

Understand the importance of confidentiality

Demonstrate knowledge and understanding of the Early Learning Goals, Early Years Framework and the Foundation Stage Profile

You will have the ability to contribute to creating a safe, happy, challenging and rich learning environment involving:

- demonstrating good quality practice
- a commitment to learning
- the ability to plan effectively to meet the needs of all children
- the ability to create a learning environment which values and enables everyone equally
- the ability to have high expectations and to set challenging objectives in conjunction with the teacher
- a sound knowledge of observation and assessment techniques

You will also:

- set high expectations of pupils' behaviour and work within a clear framework for positive behaviour, in line with the school policy, promoting self-control and independence

- have the ability to communicate effectively and sensitively
- have the ability to work closely with all staff both in the classroom and within the whole school
- be flexible and willing to be involved in the community

Personal attributes:

- Flexible and reliable
- Good organisational skills
- Be motivated, with the ability to motivate others
- Be ambitious for yourself, the team and the school
- To have a sense of humour
- Enthusiastic and energetic
- Team spirited