



## Job Description - Early Years Practitioner

### Job Description

**Pilgrims Pre-Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

<b>Job Title:</b>	Early Years Practitioner
<b>Location:</b>	Pilgrims Pre-Preparatory School Brickhill Drive, Bedford MK41 7QZ
<b>Reporting Line:</b>	Lead Practitioner/Deputy Manager/Manager
<b>Hours:</b>	7.5 hours a day between 8am and 6pm, Monday to Friday, state school weeks

### Main duties and responsibilities:

Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

Be aware of and complying with policies and procedures relating to Safeguarding and child protection, health and safety, security and confidentiality. Report all concerns to an appropriate person

**The role of the Early Year Practitioner** is to take responsibility for key children. To support the Early Years Leads and Early Years Management teams by ensuring a high standard of care and education is provided at all times to all children. To role model and demonstrate the school values of Curiosity, Kindness and Respect.

#### 1. General Duties

- Support and implement the agreed School Vision, Aims and Values.
- Support and assist with the educational, physical, cultural, emotional and social needs of the children in line with the EYFS.
- Ensure the smooth daily operation of the room.

#### 2. Learning and Development

- Plan for and provide a full range of stimulating activities to meet the individual needs of the children enabling them to develop their physical, intellectual, cultural, emotional and social development.
- Actively engage and support the learning and development of each child in your care inside and outdoors.
- Monitor, observe and record children's achievements to inform next steps, planning requirements and developmental feedback for parents.
- Be responsible for key children, maintain development folders, complete 2-3yr progress checks where appropriate, and working with parents to support the children's continued

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progress, development and wellbeing.

- Ensure specific additional needs are planned and catered for appropriately, liaising with the Early Years Lead, Early Years SEND and Pre School teacher.
- Provide displays to value children's achievements and support their continued learning and development.

### **3. Looking after the welfare of the children**

- Attend to the health, welfare and safety of the children at all times, including external play areas, care and cleaning of toys, toileting and cleaning incontinent or sick children.
- Attend to the physical welfare of the children, for example, report evidence of child abuse. To dress minor wounds, deal with health requirements as necessary (e.g. use of asthmatic inhalers) and help maintain formal records of such treatment, subject to suitable training and instruction being provided
- Follow positive behaviour management strategies.
- Ensure all mealtimes are a pleasant sociable occasion, providing an opportunity for children to learn about interaction and sharing. Ensure that the children's medical and dietary requirements are followed at all times.
- Attend supervision meetings with your Early Years Lead, EY Co-ordinator, EY Manager or Pre School teacher every other month.
- Actively participate in weekly room meetings, supporting the Early Year Lead in discussions relating to the children's development needs and the possible implications for planning i.e. areas and children to focus on.

### **4. Managing resources**

- Ensure staff ratios are maintained throughout the day.
- Promote and encourage a culture of respect in relation to all resources (indoors and outside) and ensure they are maintained to a high standard and stored appropriately by all staff.

### **5. Communication**

- Encourage and foster close relationships with children and their parents, offering help and guidance where appropriate.
- Provide feedback to parents on their child's achievements throughout the day along with information relating to routines and behaviour.
- Liaise with Early Years Practitioners to support transition and learning and development opportunities.
- Ensure you remain up-to-date with all methods of communication including e-mails, school diaries, communication books and meeting minutes.

### **6. Management of Others**

- Provide an exemplary, professional role model for other practitioners.



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- Promoting a culture of inclusion and teamwork, liaising with all part time staff to ensure they are aware of room requirements.

### **7. Training and development of self and others**

- Support the induction of new team members ensuring they are aware of expectations, policies and procedures.
- Offer support and be a mentor to other Early Years Practitioner who are training to achieve their level 3 qualification.
- Attend INSET, training days and relevant staff meetings as required.
- Take a wide interest in all subject areas and be prepared to further extend knowledge by attending relevant training.
- Actively participate in regular performance management cycles, completing all paperwork to support and identify areas of development and training needs.

### **8. Other Duties**

- Attend consultation evenings, Open Days etc as requested

You may also be required to undertake such other comparable duties as required by your Lead Practitioner, the Deputy Manager or Manager.

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