

## **Job Description**

Post Title: Early Years Practitioner

Responsible to: Early Years Lead / Headteacher

Location: Preschool / School

## **Job Purpose**

To work as part of the Early Years team to provide high-quality care, learning and development opportunities for children. The postholder will support children's progress through a play-based, child-centred approach, ensuring a safe, nurturing and stimulating environment in line with the Early Years Foundation Stage (EYFS).

## **Key Responsibilities**

- Support the planning and delivery of engaging learning activities in line with the EYFS framework
- Work with individuals, small groups and the whole class to support children's learning and development
- Provide a safe, welcoming and inclusive environment where all children feel valued and supported
- Promote positive behaviour and support children's emotional wellbeing
- Observe, assess and record children's progress and contribute to learning journeys
- Support children with personal care needs where appropriate (e.g. toileting, dressing, hygiene)
- Encourage independence, confidence and social skills through structured and free play opportunities
- Build positive relationships with parents/carers and contribute to effective home-school communication
- Work closely with teachers and other staff to ensure all children's needs are met
- Contribute to the preparation, organisation and maintenance of resources and the learning environment
- Follow safeguarding, health and safety, and school policies and procedures at all times
- Attend staff meetings, training and professional development opportunities as required
- Undertake any other reasonable duties as requested by the Headteacher or line manager

## **Person Specification**

### **Essential Qualifications**

- NVQ Level 3 in Childcare / Early Years (or equivalent recognised Early Years qualification)

### **Essential Experience**

- Recent experience working with children in an Early Years setting
- Experience supporting children's learning through play-based approaches
- Experience of working with children individually and in small groups

### **Essential Knowledge and Skills**

- A secure understanding of the EYFS framework and child development
- Ability to support planning and deliver engaging learning activities
- Ability to observe, assess and record children's progress effectively
- Strong communication skills with children, staff and parents/carers
- Ability to support children's social, emotional and behavioural development
- Ability to work effectively as part of a team
- A positive, patient and nurturing approach
- Understanding of safeguarding procedures and the importance of confidentiality
- Ability to create a safe, stimulating and inclusive environment

### **Personal Qualities**

- Caring, enthusiastic and committed to children's wellbeing
- Creative and motivated with a positive attitude
- Reliable, flexible and willing to support the wider school community
- Calm and professional under pressure
- Willingness to reflect and develop practice

### **Desirable**

- Paediatric First Aid training (or willingness to complete)
- Experience working with children with SEND or additional needs
- Knowledge of phonics / early reading approaches

### **Safeguarding Statement**

The school is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undertake an enhanced DBS check and satisfactory references and pre-employment checks will be required in line with safer recruitment procedures.