



## JOB DESCRIPTION

<b>Job Title</b>	<b>EARLY YEARS PRACTITIONER</b>		
<b>Hours of Work</b>	Part Time	<u>Either:</u> 8am – 1pm Monday - Friday	<u>Or:</u> 12pm – 5.15pm Monday - Friday
<b>Department</b>	Early Years	<b>Location</b>	Lyndhurst School
<b>Reporting To</b>	Head of Early Years	<b>Salary</b>	Subject to experience

<b>Main Purpose of Role</b>	The post requires that you will be a Key Worker within the Kindergarten Setting.
-----------------------------	--

<b>Safeguarding Statement</b>
<p>The post holder will have a responsibility to promote and safeguard the welfare of the children and young persons for whom she/he is responsible, or with whom she/he comes into contact. He/she is always required to adhere to and ensure compliance with the school's Safeguarding Policy.</p> <p>If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare or children in the school she/he must report any concerns to the DSL.</p>

<p><b>Key Duties and Responsibilities:</b></p> <p><b>Learning and Development</b></p> <ul style="list-style-type: none"> <li>• Have a sound knowledge and experience of the EYFS</li> <li>• Prepare, maintain and use a range of resources and activities to support the pupil's development towards achieving the EYFS objectives.</li> <li>• Take a committed and enthusiastic approach to improving children's development and learning</li> <li>• Enable the pupils to learn as effectively as possible in group situations and individually, inside and outside the classroom</li> <li>• Maintain high expectations and promote self-esteem and independence</li> <li>• Support the use of ICT in learning activities, developing pupils' competence and independence in its use</li> <li>• Develop an understanding of the specific needs of the pupils</li> <li>• Assist with the implementation of Individual Support Plans</li> </ul>
--



### Reporting and Recording

- Complete Learning Journeys as a Key Worker
- Develop a positive and supportive relationship with parents
- Provide feedback on progress and achievement of pupils
- Produce regular written reports on your key children
- Attend Parent Evenings as required

### Environment, Welfare, Health and Safety

- Work with the Early Years team to maintain an attractive, hygienic and stimulating environment
- Assist in preparation and presentation of displays inside and outside the classroom
- Supervise and provide appropriate support for pupils
- Attend to the pupil's personal and health needs
- Assist with the supervision of pupils at lunch and breaks
- Attend to minor first aid needs of pupils
- Accompany teaching staff and pupils on visits and trips
- To be alert to any Health and Safety issues and raise them with your line manager.
- To be aware of your responsibilities with regard to pupil welfare and raise issues with the appropriate person as necessary.

### Professional Standards

- Attend team meetings
- Participate in relevant professional development and training
- Attend school events as required
- Be aware of and follow school policy and procedure
- Maintain confidentiality and exercise tact as needed
- Perform any other reasonable duties as specified by your line manager

<b>Hours and Pattern of work</b>	<p>Term time and INSET</p> <p>INSET is usually 2 days at the beginning of each term but may be varied.</p> <p>In addition, new staff may be required to attend an Induction Day.</p>
----------------------------------	--

<b>Mandatory Training</b>	<ul style="list-style-type: none"> <li>• Safeguarding</li> <li>• Fire Awareness</li> <li>• Paediatric First Aid</li> <li>• Food hygiene and handling</li> </ul>
---------------------------	---