

Job Description

 Brent	Job Title	Early Years Practitioner
	School	Lyon Park Primary School
	Location	Wembley
	Grade	Scale 6 (Points 18 – 22)
	Reports to	Assistant Headteacher with responsibility for EYFS & KS1
	Staffing Responsibility	N/A
	Restricted	No

1. Job Purpose:

(Summary of the overall purpose of the job)

- 1.1 To complement the professional work of teachers by taking responsibility for agreed learning activities following the EYFS Curriculum under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individual or groups of children, or on a short-term basis for whole classes.
- 1.2 To assist the teacher in the whole planning cycle and the management of resources.
- 1.3 To supervise as required whole classes occasionally, during the short-term absence of teachers.
- 1.4 To contribute to the overall ethos, work and aims of the school/ nursery/ setting.

2. Principal Accountabilities And Responsibilities:

(Indicate the main accountabilities, responsibilities and expected outcomes).

- 2.1 Implement structured and agreed learning activities and teaching programmes for individuals and groups of children, including local and national learning strategies relevant to the EYFS.
- 2.2 Work with the teacher to establish an appropriate learning environment, and to plan, evaluate and adjust lesson/work plans to take account of children's needs and responses.
- 2.3 Use specialist (curricular/learning) skills/training/experience to support pupils learning, and assist children to access learning activities through specialist support.
- 2.4 Contribute to the planning of lessons and programmes of work for individual children and groups, involving parents in the recording and evaluation of their child's progress.
- 2.5 Develop and implement individual Education/Behaviour Plans and Personal Care programmes.
- 2.6 Ensure children have access to the Early Years Foundation Stage curriculum through play talk and active exploration.

- 2.7 Ensure children have appropriate and sensitive care following the school's Intimate Care Policy inclusive of washing, toileting, eating and dressing, and provide appropriate personal care for sick and injured children in accordance with school/nursery/setting policies and procedures.
- 2.8 Establish good relationships with children, acting as a role model, being aware of and responding appropriately to their individual needs, and encouraging children to interact and engage in activities with others.
- 2.9 Promote and employ strategies to enable the inclusion and acceptance of all children, encourage self-esteem, and recognise and reward independence and self-reliance.
- 2.10 Monitor and evaluate children's progress, achievements and responses in respect of all learning activities and teaching programmes through observation and planned recording of achievement against pre-determined learning objectives.
- 2.11 Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems and/or records as requested.
- 2.12 Provide objective, accurate and detailed feedback to the teacher on children's progress, achievements, and other matters ensuring the availability of appropriate evidence.
- 2.13 Provide feedback to children on their progress, development and achievement.
- 2.14 Liaise sensitively and effectively with parents/carers as agreed with the teacher and participate in feedback sessions/meetings with parents/carers with the teacher or as directed.
- 2.15 Promote positive values, attitudes and behaviour, dealing promptly with conflict and incidents in accordance with school/nursery/setting policies and procedures, and encourage children to take personal responsibility for their behaviour.
- 2.16 Determine the need for, prepare and maintain, and support the use of equipment and resources, including information and communication technology, for use in relevant learning activities, and develop children's competence and independence in their use.
- 2.17 Administer and assess routine tests, and undertake marking of pupils' work.
- 2.18 Provide clerical and administrative support to teaching staff, including photocopying, word-processing, filing, collecting money, administering coursework, and production of worksheets for agreed activities.
- 2.19 Supervise children's out-of-school-hours learning activities, visits, trips and other activities.
- 2.20 Foster and develop positive and supportive relationships with parents/carers and other users of the nursery/school/setting.
- 2.21 Establish and develop constructive relationships with other agencies/professionals, in liaison with the teacher, to support progress and achievement of children.
- 2.22 Provide guidance and supervision and assist in the training and development of staff as appropriate.
- 2.23 Promote the inclusion and acceptance of all pupils.
- 2.24 Participate in training and development activities and programmes, and attend and participate in meetings, as required.
- 2.25 Organise and manage the learning environment and resources, taking account of children's interests, language and cultural background.
- 2.26 Be aware of and comply with policies and procedures, and report all concerns to an appropriate person, in respect of:
 - child protection,

- health, safety and security,
- confidentiality, and
- data protection.

2.27 Ensure all children have equal access to opportunities to learn and develop.

2.28 Undertake these duties within agreed departmental service /school/nursery/setting objectives, policies and procedures and promote the Council's Equal Opportunities Policy.