

Bath & Wells Multi Academy Trust

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| Job Title: | Early Years Practitioner |
| Salary Range: | SCP 5-6 |
| Reports To: | Headteacher |

The Aim of The Bath & Wells Multi Academy Trust:

To ensure that every school within the Trust provides an outstanding education for every child, rooted in its distinctively Christian ethos.

Bath & Wells Multi Academy Trust Mission Statement: John 10:10 'That they may have life, life in all its fullness'

The Bath & Wells Multi Academy Trust's mission is to provide an education which is life-enhancing for every child. We promise an experience which is lovingly inclusive to all pupils.

Job Purpose

- To work in partnership with staff, parents, carers and their children
- To provide high quality, inclusive, fully integrated early years provision for the children.
- To adopt a flexible and professional approach in promoting the development, welfare and potential of all children and their families.
- To ensure the safeguarding of all children.
- To lead and develop an area of responsibility as designated by the School / Nursery Leadership.

Main Responsibilities and Duties

High Quality Early Years Provision

- Taking responsibility to understand, implement and promote the Trust, Nursery's, and school policies and procedures.
- Taking responsibility to understand, implement and promote the Statutory Framework for the Early Years Foundation Stage, Ofsted requirements and all other statutory legislation.
- To understand and work within the Health and Safety framework, policies, procedures, guidelines and legislation including fire drills. Administer First Aid and record accidents and incidents in line with Nursery procedures.
- Participate and engage in using ICT systems within the Trust for example, SharePoint, Emails, Scholarpack.
- Assisting in creating a high-quality learning environment both indoors and outdoors and that meets each child's individual needs,
- To be vigilant at all times to ensure the safety children, adults and staff, by maintaining effective and safe room organisation and ensure the provision of appropriate early years resources.
- Maintain and repair equipment and premises, completing risk assessments, reporting as required and ensure appropriate steps are taken.
- Maintain high standards of cleanliness and hygiene
- Participating in children's play and conversation to stimulate and extend language, promote questions, develop ideas and to maximise the learning opportunities of nursery routine.
- Being aware of how and where other members of the team are being deployed and being flexible to adjust in response to the needs of the children.
- To provide flexibility in covering for staff at short notice in the event of unforeseen

circumstances or planned absence. As a level 3 practitioner to take a lead in the setting when directed by the Nursery Manager or Teacher.

Observation, Assessment and Planning

- Implement an effective cycle of observation, assessment and planning, to meet the learning and development requirements of the individual child.
- Contributing to and then carefully studying the planning to ensure it is implemented during each session.
- To have responsibility for a number of key children, maintaining Learning Journals, setting next steps of learning and recording accurate assessments.
- Take responsibility for children's personal intimate care, hand washing and sleeping as well as encouraging self-help, social skills and promoting independence.
- Consistently respond to parental contributions to children's learning journals.
- Collaborate with parents/carers to engage them as partners in their child's learning and development to promote an understanding of the EYFS through effective communication and regular meetings

Inclusion

- Creating a nurturing and inclusive environment for children, their families and carers, accessible to all.
- To integrate children and parents with additional needs, sensitively and positively into the setting, promoting participation in a range of quality activities and learning opportunities.
- To provide a service which values and respects the race, religion, language, culture, gender and needs of all the children and families using the Nursery.
- Work in partnership with families, carers and other professionals ensuring that individual children's childcare and development needs are met at all times. On occasions this will require attendance to additional meeting.
- This may require working 1-2-1 with a child.

CPD:

- To attend CPD as identified with your line manager
- Take responsibility to consistently implement, promote and evaluate the knowledge and skills gained from CPD.
- To take responsibility to keep up to date with new research and best practices.

Supervision and management

To prepare and engage in annual appraisal and regular supervisions with line manager, peer to peer observations, staff meetings and continued professional development.

To support with the induction of new staff, volunteers and students.

Problem Solving, Creativity and Decision Making

To adopt a positive, creative and flexible approach to problem solving in managing challenges appropriately which may occur throughout the day.

The post holder will have the ability to need to make the decision where necessary to intervene in children's activities, on grounds of safety or of behaviour and use professional judgement to report accordingly.

In the absence of the nursery leadership team you will be required to make some leadership decisions in their absence.

Key Contacts and Relationships

It is an essential element of the job to build and maintain a range of close contacts and relationships with children their families/ carers and other professionals/ agencies relating to a child's needs. To receive and pass information and guidance to families relating to their child in a discreet and confidential manor.

Children, parents and carers are greeted at the beginning and end of each session with opportunities to discuss minor or routine issues. Appointments are made to discuss more in depth issues.

It is a requirement of the job to guide and assist parents with settling of their child into the nursery following an agreed induction plan which may include a home visit.

To work collaboratively to liaise with adult visitors to the Nursery including students.

Resources

A wide range of resources to support children's learning including indoor and outdoor items and furniture to promote children's learning.

Working Environment

Work is varied and involves significant periods of time working with children at their level on the floor, bending, crouching, sitting and standing.

The work involves manual handling of persons, equipment and furniture indoors and outdoors in the Nursery / School environment. There is need, to physically lift children as for safety or care needs.

Preparation for visits and assistance during off-site visits.

PERSON SPECIFICATION

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|-------------------|---------------------------------|
| Job Title: | Early Years Practitioner |
| Location: | Norton Fitzwarren Church School |

| KEY CRITERIA | ESSENTIAL | DESIRABLE |
|---|--|--|
| Qualifications and Experience | <ul style="list-style-type: none"> ● Full and relevant Early Years Level 3 or above ● Willingness to attend courses as required to enhance the knowledge, understanding and skills to improve the level and quality of support given to pupils | <ul style="list-style-type: none"> ● Previous experience of working in an early year setting ● Paediatric first aid ● Food hygiene ● Total Communication |
| Knowledge | <ul style="list-style-type: none"> ● Sound knowledge and understanding of the SFEYFS ● An understanding of the importance of the observation, planning assessment cycle in EY. ● Understanding of safeguarding ● An understanding of current child development and ways in which children can be encouraged to learn. | <ul style="list-style-type: none"> ● An understanding of the philosophy of the nursery ● Understanding of Ofsted requirements for Early Years. |
| Skills and Abilities | <ul style="list-style-type: none"> ● Excellent personal organisation skills and ability to be flexible ● Ability to be firm where appropriate ● A positive and collaborative team worker ● Good written and oral communication ● Basic IT skills and willingness to use systems (Emails, SharePoint etc.) ● Caring and compassionate to children's and family's needs ● Ability to be discreet, professional and maintain confidentiality | |
| Work-related Personal Requirements | <ul style="list-style-type: none"> ● Commitment to excellent educational standards. ● Patience ● Flexibility ● Creative and inspirational ● Ability to use a variety of interpersonal techniques to establish supportive relationships with children, parents and carers. | <ul style="list-style-type: none"> ● Driving Licence ● Access to transport of home visits |

I agreed that I have read the job description which is fair and accurate statement of the requirement of the position:

Job Holder: Date:

Line Manager: Date: