

Job Description

Name		Department	Kindergarten
Job Title	Early Years Practitioner	Reporting to (Job Title)	Early Years Manager
Grade		Date of Description	October 2019

Purpose of the role	<p>In just one or two sentences, try and capture the essence of why the job exists</p> <p>To work alongside the Nursery team to support in the Early Years environment.</p>
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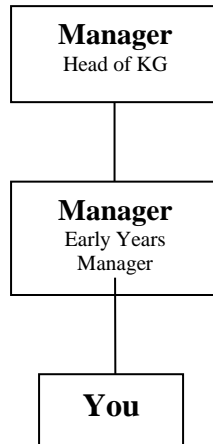
Key Accountabilities

Accountabilities What is done.... To what/whom...With what outcome.	Measures of Success The measures by which success can be judged	Evidence
To prepare materials in advance of sessions at the direction of the Nursery teachers to support the learning of children in accordance with the Early Years Foundation Stage.	Evidence that lessons are prepared.	
To clear away or maintain equipment at the direction of the teacher in order to support learning.	Evidence that materials & equipment are removed, stored & ready for future use.	
Act as key worker for an individual child under the direction of the Early Years Leader.	Evidence of safe supervision of children.	
Establish a constructive relationship with pupils and interact with them according to individual needs.	Good relationships with pupils.	
To complete duties in relation to lunch, registration or other times during the school day to ensure the safe care & supervision of the children.	Evidence of active involvement in supervisory duties.	
Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality data protection and reporting all concerns to the appropriate person.	Aware of relevant policies and procedures.	
To record observations and to plan the next steps for pupils.	Evidence of records and assessment.	
To support small groups with activities and implementing the Early Years Foundation Stage.	Evidence of progress and supporting of small groups.	

Required Knowledge, Skills & Experience

Reporting Structure – Direct Reports who report to you

(either draw the chart or write the titles of job holders plus numbers if more than 1, who report to you)



What the job holder must know, what experience the job holder must have and what the job holder must be able to do in order to achieve the principal accountabilities.

- Level 3 Childcare qualification or equivalent.
- Paediatric First Aid Qualification
- Experience of working with EYFS children.
- Experience of the Early Years curriculum and regulatory requirements.
- Good written and communication skills.
- Confidence in using ICT programmes.

I confirm that I have received, read and understood my Job Description and agree to the details therein. I understand that Gad's Hill School may vary or amend the duties and responsibilities of the post holder at any time according to the needs of the school's business:

Role Holder's Name:

Signature: Date:

Line Manager's Name: Job Title:

Signature: Date: