



# ST. JAMES' CHURCH OF ENGLAND PRIMARY ACADEMY

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## JOB DESCRIPTION

<b>JOB TITLE:</b>	Early Years Practitioner
<b>GRADE:</b>	D2
<b>ACCOUNTABLE TO:</b>	Early Years Lead and Headteacher

### Main Purpose of Job

- To work as part of the EYFS team to provide quality care and education for all children aged two to five years.
- Act as key person for a group of children, keeping records of children's development and learning.

### Accountability

The postholder will have at least an NVQ Level 2 in Childcare or equivalent early years qualification.

1. Care and supervise children and be responsible for their physical, emotional and social needs.
2. Develop and extend children's learning through play, and stimulate children's use of language.
3. Contribute to the planning and preparation of activities, setting up and clearing away for each session.
4. Be involved in all activities which cover all areas of learning and development.
5. Contribute to the positive management of children's behaviour.
6. Contribute to observation, recording, assessment and monitoring of each child's achievements and progress in all areas of learning and development.
7. Welcome and support parents, helping to build good relationships with families, keeping them up to date with children's progress and achievements.
8. Contribute to the regular planning and staff meetings in the EYFS.
9. Assist in maintaining good standards of health and safety and promote an attractive, clean and safe environment.
10. Undertake certain personal care and domestic jobs within the setting e.g. preparing snack and cleaning equipment and helping children with personal cleanliness.
11. Ensure policies and procedures are adhered to.
12. Participate in regular performance reviews and training programmes.

### Other Duties and Responsibilities

You are required to have due regard to the school's Vision and to promote the spiritual values and Church of England practices as laid down in the Academy.