



Job Description Early Years Practitioner

Hilden Oaks Aims

- *To prepare children for both independent and state secondary education by providing a stimulating and caring learning environment built on a firm foundation of Values based education.*
- *To create a friendly family atmosphere where every child can be safe and happy, developing good manners and respect for others.*
- *To treat every child as an individual and motivate them to reach their full potential, gaining confidence and maturity as they progress.*
- *To employ outstanding teachers who can inspire a lifelong love of learning and promote the highest academic standards.*
- *To involve parents closely in the education of their children and include them in the life of the school.*
- *To provide a benefit to the general public in accordance with our charitable status.*

Hilden Oaks Vision

Our aim is for every child to say that this is the best school they have ever attended, every staff member that it is the best place they have ever worked, and every parent that it is the best choice they have ever made for their child.

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### **Role**

To ensure the effective teaching of all pupils, helping them to develop both inside and outside the classroom. Support the policies and aims of the School and ensure the good social, emotional and physical development of every child.

### **Key deliverables**

#### 1. Teaching and Learning

- To plan and deliver activities in accordance with the agreed schemes of work in a stimulating, caring and disciplined environment that allows access to the Early Years Foundation Stage curriculum by all pupils.
- To track, monitor, record via Famly on the development, progress and attainment of all pupils.
- To report on the development, progress and attainment of pupils three times a year through a written report.
- To incorporate activities linked with the main school cross curricular themed days within the developmental stages of the children.
- To plan and execute differentiated activities to meet the specific learning needs of individual pupils.
- To be aware of next steps for each child and to communicate and manage children's progress towards them.
- To work with the EYFS SENDco to plan and deliver interventions where necessary to ensure that wherever possible next steps are met.



## 2. Key Person

- To provide the highest quality of care and development opportunities for all children aged three months to four years, with regard to their physical, social, emotional and intellectual development.
- Be a key person, encouraging and supporting children's individual development and learning.
- Keep developmental records and observations via Famly and liaise with colleagues.
- Be a buddy key person, working in a team to offer consistency of care.
- Ensure the welfare of all the children in their care, are safe, happy, enjoy school and are integrated into all aspects of school life, as and when they are ready for them.
- Foster and build a strong professional relationship with each child's family and their carers.
- Promote positive management of each child's behaviour and follow up on feedback from staff regarding behaviour issues.
- Liaise with parents and colleagues to adopt and maintain effective communication within the Early Years Department.
- Work as part of a team throughout the day, supporting children, parents and colleagues.
- Be aware of the needs of individual children when supervising mealtimes, including dietary and medical issues.
- To be the ambassador for the School values within your class.
- To communicate with parents in person and via Famly with details on meals, nappy changes, bottle consumption, accidents and incidents.
- Share responsibility to ensure that the preparation, care, cleanliness and maintenance of the nursery rooms, kitchen areas, laundry and equipment are carried out according to School Policies, Procedures and Risk Assessments.
- Keep up to date pastoral records on Famly under each child's profile.

## 3. Other Activities

- Communicate and co-operate with persons or bodies outside the school.
- Participate in meetings arranged for any of the purposes described above.
- To assist with School Open Days.

## 4. Assessments and Reports

- Provide written reports 3 times a year for each key child.
- Update and maintain regular developmental observations via Famly linking each observation to the development matters statements and Characteristics of Effective Learning (COEL)
- Provide next steps on observations when appropriate

## 5. Appraisal

- Participate in the School's performance management process.

## 6. Further Learning and Development

- Participating in arrangements for your professional development.

## 7. Educational Methods

- Advising and co-operating with the Head of Early Years on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment of pastoral arrangements.
- Being aware of developments in IT and how they may be integrated into your day.

## 8. Discipline, Health and Safety

- Maintaining good order and discipline among the children and safeguarding their health and safety both when they are on the school premises and when they are engaged in



authorised school activities elsewhere.

- Maintaining personal standards of appearance and behaviour as determined by the school policies and the Headmistress
- Set high standards in terms of smart dress, punctuality and attendance. Hair, nails and personal appearance should be appropriate to working with young children, adhering to recommended personal hygiene as defined by the Department of Health.

#### 9. Staff Meetings

- To read and action any points on the Early Years weekly update (saved in Family/documents)
- To attend INSET training.
- To work with other members of staff as necessary at the end of the academic year to ensure a smooth transition for children and key person into the next year.

#### 10. Administration

- Participating in administrative and organisational tasks related to such duties as are described above.
- Registering the attendance of children via the family app.

The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the role, the Job holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the School's Child Protection Officer or to the Headteacher.