



## **Early Years Practitioner Grade 4 Points 7-10**

### **Job Description**

#### **Purpose:**

- To deliver quality play provision for children in a safe, stimulating and happy environment.

#### **Main Duties:**

- To follow the school's motto of 'Be Kind, Be Yourself, Be Part of Our Community'.
- To communicate sensitively with parents/carers and children at all times.
- To ensure that families, especially children from all social and cultural groups will feel valued and secure.
- To ensure that the equipment is set up before the children arrive and tidied away after the session.
- To ensure that the room and the outdoor area is safe at all times and the Health and Safety Policy is implemented.
- To provide high quality play experiences which fully implement the Early Years Foundation Stage.
- As a Key person, participate in and keep all evidence of planning, tracking and learning outcomes for children.
- Work as a part of a team which besides staff members, may include parents, students and volunteers.
- To keep a daily register and other relevant records.
- To ensure that all accidents and incidents are recorded and be aware of the First Aid procedures.
- To make the room welcoming and where possible accessible to all children and parents/carers with special needs.
- To implement Equality and Diversity policies in the provision of play materials and play situations available to the children.
- To follow policy on discipline which enables staff to be consistent in their handling of children, promoting 'good' behaviour rather than punishing 'bad'. To be aware there is a named person who has the responsibility for issues concerning behaviour.
- To attend weekly meetings to plan the curriculum and individual learning plans for children.
- To work in partnership with parents/carers, prepare for and attend termly review meetings.
- To participate in and encourage child centred activities allowing for children's choice and development.
- To be aware of the role and responsibilities of the named SENCO.
- To be of Uplands Primary School's Safeguarding procedures, recording any concerns on CPOMS.
- To ensure that children are supervised at all times indoors and outdoors, in line with Ofsted requirements.
- To work in partnership with attending agencies, for example; Speech therapists, Inclusion team.
- To ensure that all Ofsted welfare requirements are met.
- To keep up to date with current issues and developments concerning the Early Years and to undertake further training as required.
- To meet the requirements of the Gloucestershire Early Years and Childcare including attending Cluster meetings if required.