

## **JOB DESCRIPTION – EYFS PRACTITIONER**

### **Job Purpose**

1. To provide a high standard of physical, emotional, social and intellectual care for children placed in the setting.
2. To give support to their staff within the setting.
3. To work as part of a team in order to provide an enabling environment in which all individual children can play, develop and learn.
4. To build and maintain strong partnership working with parents to enable children's needs to be met.

### **Departmental Information**

Coram House nursery is part of the EYFS and sits within Coram House Junior school using the facilities of the whole school. It is made up of a team of Head of EYFS, TA and another EYFS Practitioner.

### **Main tasks and responsibilities**

- To effectively deliver the EYFS ensuring that the individual needs and interests of children in the setting are met (in conjunction with other team members)
- To keep digital records of your key children's development and learning journeys and share with parents, carers and other key adults in the child's life.
- Support all staff and engage in a good staff team.
- To develop and maintain strong partnerships and communication with parents/carers to facilitate day-to-day caring and early learning needs.
- To ensure the provision of a high-quality environment to meet the needs of individual children having an awareness of any disabilities, family cultures and medical histories.
- To advise manager/deputy of any concerns, e.g. over children, parents, the safety of the environment, preserving confidentiality as necessary.
- To be involved in out of working hours activities, e.g. training, monthly staff meetings etc
- To be flexible within working practices of the setting, undertaking other responsible duties where needed, such as domestic tasks, preparation of snack meals, cleansing of equipment, etc.
- To work alongside the manager and staff team to ensure that the setting's philosophy is fulfilled.
- To read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting.

- To develop your role within the team, especially with regard to being a key person
- To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job.
- To be aware of the high profile of the setting and to uphold its standards at all times, both in work hours and outside.
- To ensure good standards of safety, hygiene and cleanliness are maintained at all times.
- To undertake and lead on additional responsibilities such as SENCO, training co-ordinator, safeguarding Officer etc

### **Person Specification**

#### Educational Attainment

1. Minimum of a relevant and recognised Level 2 qualification
2. Evidence of ongoing personal development training
3. Desire to continue with professional development
4. A recognised Professional Status i.e. Early Years Professional Status (EYPS)
5. Recent Paediatric First Aid certificate
6. Basic Food Hygiene

#### **Essential Knowledge & Experience**

- a strong regard for pupil safety and well-being
- respect for diversity, as you'll be working with pupils from a range of backgrounds
- Knowledge of legislation relevant to Early Years such as EYFS, SEN, safeguarding, Childcare Act 2006
- Knowledge of Child Development and children's needs
- Ability to work with parents/carers/families to encourage partnership working

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#### **Desirable Knowledge & Experience**

- a willingness to keep up to date with educational policy and training related to your role.
- High level of confidence in the use of technology

#### **Essential Skills**

- A positive approach to working with children and the ability to motivate, inspire and build rapport

- Interpersonal skills to build relationships with pupils, parents, teachers and governors
- Reading, writing, numeracy and communication skills
- Excellent team working skills as you'll be working with other support staff, classroom teachers and other professionals, such as educational psychologists, speech and language therapists, social workers and external agencies
- Patience
- A flexible approach to work, as you'll be involved in a range of school-related activities such as cooking, art and science projects and forest school
- Organisational skills
- A professional attitude to work

### **Desirable Skills**

- Ability to write legibly
- Good presentation skills
- Possess a level of general computer literacy