**Child Care and Early Years Practitioner**

### Job Description

All Child Care and Early Years Practitioner will be expected to:

* Have regard to the Children Act (2004) and treat all pupils with respect and provide for their personal, educational and learning needs.
* Abide by the conditions of service as outlined in the latest Local Government Pay and Conditions document.
* Be a member of the team who make up the whole school staff including teachers, support assistants, caretaker, clerical assistants, supervisory assistants, kitchen staff and cleaning staff.
* Be responsible for maintaining high standards in the following key areas:-

## Key Area: Curriculum Delivery

**Key Tasks:**

* Take a full and active role in preparing and maintaining the learning environment
* Co-ordinate written reports and to contribute to school reports for other agencies
* Work unsupervised with individual children, small groups and the whole class under the overall direction of the Headteacher and the Nursery Manager.
* Monitor, assess, report and maintain records of children and their performance following appropriate procedures.
* Plan, prepare, maintain and evaluate learning activities and the environment, identifying areas of improvement and new developments as necessary, taking into account local and national strategies.
* Deliver effective learning activities, taking responsibility for leading and managing play, care and learning and taking into account the needs of the individual pupils, in partnership with teachers and other professionals as necessary.

## Key Area: Pastoral Care

**Key Tasks:**

* Provide and maintain pastoral care and support to all children in all aspects of care, taking appropriate action as necessary, ensuring that parents and school staff are fully informed of incidents and accidents by maintaining the appropriate documentation.
* Communicate with other team members
* Give appropriate help throughout the school day, including the children’s break and lunch times. This may mean having your own breaks at other times.
* Provide advice and support to colleagues in all aspects of their work
* Support school policy regarding equality and diversity

## Key Area: Team Membership

**Key Task:**

* Contribute to relevant team meeting
* Make effective team contributions
* Support other team members
* Recognise and use your own strengths and those of others

**Key Area: School Identity**

**Key Tasks:**

* Promote a positive image of the school to children, parents/carers and visitors
* Involve children in the life of the wider community
* Promote effective relationships with parents and carers in line with the School policy
* Ensure compliance with policies and procedures relating to child protection, health and safety, security and confidentiality.
* Be an outstanding role model to children in all areas of learning.
* Able to follow all procedures and practices in line with school policies.

## Key Area: Health

**Key Tasks:**

* Contribute to both the physical and emotional health, and the well-being of the children.
* Liaise with teachers, SENCO and other staff with regard to children with Special Needs
* Liaise with Health Service professionals and others supporting children’s health and/or medical needs

## Key Area: Personal and Career Development

**Key Tasks:**

* Review and develop your own professional practice
* Identify training needs
* Undergo appropriate training
* Take on additional, job extending tasks

Signed …………………………………………………. Date …………………