Richard Coates CE School

**JOB DESCRIPTION**

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| **Post Title:** Early Years Practitioner | | **Director/Service/Sector:** Children’s Services | | **Office Use** |
| **Band:** 4 | | **Workplace:** Richard Coates CE School | | **JE ref:**  **HRMS ref:** |
| **Responsible to:** EYFS Phase Leader | | **Date: April 2017** | **Manager Level:** |
| **Job Purpose:** To work as part of a team delivering high quality EYFS curriculum. | | | | |
| **Resources** | Staff | Yes | | |
| Finance | | None | | |
| Physical | |  | | |
| Clients | | Parents and children | | |
| **Duties and key result areas:**   1. To provide a high quality EYFS provision within a school setting. 2. To set and record and assess learning outcomes for children within EYFS framework. 3. To plan and prepare play opportunities that reflects the EYFS framework. 4. The ability to design and implement a creative and innovative learning environment through the use of a range of resources, both indoors and outdoors, to meet the needs of children.. 5. Preparing and creating wall displays of children’s work to celebrate their achievements and learning. 6. To work collaboratively with local families to develop understanding about how children play. 7. To clean and maintain equipment. 8. To work closely with local families and external agencies to ensure services meet the needs of families. 9. To maintain health and safety standards in line with good practice and Northumberland County Councils and school policies including carrying out daily risk assessments. 10. Participate in the identification of personal training and development needs and to make full use of training and development opportunities. 11. At all times to carry out duties in accordance with EYFS focus. 12. Such other duties commensurate with the grade, nature and level of the post as may be required by the Early Years Leader.   The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis. | | | | |
| **Work Arrangements** | | | | |
| Transport requirements:  Working patterns:  Working conditions: | | None | | |

**Northumberland County Council**

PERSON SPECIFICATION

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| **Post Title:**  Early Years Practitioner | **Director/Service/Sector:** Children’s Services | **Ref**: S1291 | |
| **Essential** | **Desirable** | **Assess by** | |
| **Knowledge and Qualifications** | | | |
| * Level 3 qualification in **Early Years** e.g. NNEB, B/Tech/ NVQ Level 3 OR similar. * A commitment to undertake further training. | * Relevant Playwork qualification * 1st Aid * Safeguarding children * Relevant speech and language qualification | |  |
| **Experience** | | | |
| * Experience of working with EY children in a group setting. * Experience of providing play opportunities for EY children linked to their developmental stage. * Experience of working in partnership with parents, carers and children, and other agencies | * Experience of a variety of early years settings. * Experience of undertaking developmental work. * Experience of supporting individual children and their families. | |  |
| **Skills and competencies** | | | |
| * Knowledge and understanding of current childcare practice and child development * Knowledge and understanding of how children play and learn. * A creative and innovative approach to play. * Knowledge and understanding of child protection issues. * Excellent interpersonal and communication skills (verbal and written). * Ability to plan and evaluate activities. * Ability to work alone and as part of a team. * Ability to manage own workload and work under own initiative. * Ability to keep records. |  | |  |
| **Physical, mental and emotional demands** | | | |
| **Motivation**   * Commitment to the vision of the school.   **Physical**   * Physically capable of discharging the full duties of the post. |  | |  |
| **Other** | | | |
| * Commitment to and ability to work in partnership with parents, carers and children. * Have a flexible approach to work. * Commitment to all aspects of equal opportunities including commitment to anti-discriminatory practice. * Have a positive and solution focused attitude. |  | |  |

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits