



Centurion
MULTI-ACADEMY TRUST

A: Centurion Multi-Academy Trust
c/o Battle Hill Primary School
Berwick Drive, Battle Hill
Wallsend
Tyne and Wear, NE28 9DH
W: www.battlehillps.org.uk
T: 0191 6071149
E: office@battlehillps.org.uk

Job Description		
Role title	Typically reports to	
Early Years Practitioner	Early Years Supervisor/ Early Years Lead	
JE code	Grade	Date of profile
	5	06.07.26
Purpose of the role (job statement)		
To be responsible to the Early Years Supervisor/ Early Years Lead for the operation and development of part of our early years provision.		
Main duties: -		
- Implement and comply with all agreed policies & procedures relating to safeguarding, including child protection, health, safety and security, confidentiality & data protection, reporting all concerns to an appropriate person and support induction of new staff - Work as part of a team of childcare professionals, contributing to the overall ethos/work/aims of Battle Hill Primary School - Undertake the organisation, planning of effective practice through a mix of different play approaches, including modelling and adult guided learning and care of children appropriate to the individual child's educational, social, emotional, physical and cultural needs within the EYFS Statutory Framework, collaborating with all staff to create a nurturing environment that promotes learning - Ensure a broad curriculum is planned and delivered, including indoor and outdoor areas, to develop strong foundations in the three prime areas - Identify and respond to complex pastoral or educational needs and highlight any concerns that may require specialist intervention. - Take reasonable steps to provide opportunities for children, who do not have English as their first language, to develop their home language, supporting their language development at home - When planning and delivering, reflect on the different rates at which children within the setting are developing and adjust practice appropriately - Ensure relevant activities, resources and displays are provided and developed to create and maintain an attractive, stimulating, safe and secure environment. - Maintain detailed and accurate records of progress to celebrate achievement and highlight potential areas of concern to inform SENDCo/Headteacher or senior manager and comply with statutory reporting obligations - Keep parents up to date with their child's progress and development - Care for children's personal needs, maintaining dignity and respect and developing the child's awareness of personal hygiene and cleanliness - Prepare snacks and drinks for children and encourage healthy eating. Interact positively with the children at mealtimes to assist developing personal and social skills - Plan, organise and supervise daily domestic duties to ensure that all equipment, materials and work areas are maintained to an agreed standard - Monitor children's behaviour and provide appropriate interventions where necessary - Establish and maintain a calm learning ethos and facilitate the integration of all children into the setting.		



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- Plan, organise and supervise educational visits and outings to extend life experiences and provide a broad and varied curriculum
- Develop home school and community links to enable integration into the setting and promote good parent partnerships to support learning and respond to a range of circumstances affecting the family unit.
- Attend meetings, provide information, take part in continuous professional development, ensure consistency and a team ethos.
- Implementation of agreed programmes of education and care to ensure continuity.
- Work co-operatively and in partnership with staff and stakeholders across school
- Establish constructive relationships and communicate with staff across school, other agencies/professionals and in liaison with the Early Years Supervisor/Early Years Lead
- Attend regular meetings to ensure a high level of service for the children
- Recognise own strengths and areas of expertise and use these to advise and support others
- Engage actively in performance management and continuing professional development to ensure professional skills are kept up to date and developed,
- Contribute to development plans and help monitor progress
- Create a detailed, weekly plan of activities which are appropriate, varied, and enjoyable
- Ensure appropriate staff ratios are maintained at all times



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Responsibilities: –

- Be aware of, and comply with, policies and procedures relating to child protection, health, safety, and security
- Confidentiality and data protection, reporting all concerns to an appropriate person
- Communicate effectively with parents/carers regarding their child's progress and any areas of concern
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings, as required
- Participate in training and other learning activities and performance development, as required



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Area	Criteria Requirement – E = Essential – D= Desirable Assessment by Application =A Interview process = I	R	A
Skills Knowledge Aptitudes	Post holder will demonstrate. • Good administrative skills • The ability to prepare work and activities inside and outside the classroom • The ability to contribute to school behaviour records and provide feedback to the pupils and staff on behaviour • To have an awareness of relevant legislation and codes of practice (for example SEN) • The ability to promote the inclusion of all pupils • To take responsibility for ensuring that relevant systems and policies are carried out	E E E E E E	A I A I A I A I A I A I



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Qualifications and Training	- Approved Level 3 qualification defined by DFE as meeting criteria set out in the <u>Early Years Qualification Requirement and Standards</u> - Current NVQ level 2 in English and Maths or equivalent - Experience working with babies and in relevant discipline/job role - Current Paediatric First Aid Qualified	E E D	A A AI AI
Experience	experience working in a similar role	E	AI
Disposition	- high level of patience and sensitivity - calm and caring in outlook	E E	AI AI
Conditions of Service			
National Joint Council			

Signature of post holder

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Date / /

...

Signature of headteacher

.....

Date / /

...

Our school is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an enhanced disclosure from the Disclosure & Barring Service.



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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This document must not be altered once it has been signed but will be reviewed annually.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.