The Warriner Multi Academy Trust

Early Years Practitioner Level 3
To include After School Club Worker role
Job Description

Job Information	
Reporting to	Headteacher
Grade	G6 Points 8-13
Salary	£27,710-£30,024 Pro Rata
Hours /Weeks	Flexible hours agreed at interview – cover must include 3.15-5.15pm Term Time Only

Job Purpose

To work as part of a team in order to provide an enabling, stimulating environment in which children can play and learn and meets the requirements of the Early Years Framework

Works directly with children under supervision and more independently supporting their learning and development through play and planned activities. more responsibility, including acting as a key person, leading activities, and contributing to planning and assessment. They work more independently and may supervise or train Level 2 staff

Main duties and responsibilities

Supporting the pupil:

- Support children including those with SEN to engage in play and learning activities
- Build strong relationships with parents in order to meet the needs of all children and provide a high standard of physical, emotional, social and intellectual care for children in the setting.
- Enable children to make the transition from dependence to independence.

- Enable children to make choices, develop their own ideas and take responsibility for their own actions.

- Assist with observations and assessments of children's development and contribute to any discussions about each child's progress.
- Provide personal care (e.g., feeding, toileting, hygiene) in line with children's needs and the schools policies
- Maintain a safe, stimulating indoor and outdoor environment.
- Work collaboratively with colleagues, parents, and external professionals as required

LEVEL 3 additions

- Be a key worker for a group of children, recording and observations, keeping up to date profiles of the children's development and progress working in partnership with parents, schools, and other team members.

Support for the Curriculum

- Participate in planning and delivering appropriate play and learning activities aligned with EFFS framework, adjusting activities according to pupil responses
- Prepare, maintain and use equipment/resources to provide a safe, stimulating indoor and outdoor environment and required to meet activity learning objectives

LEVEL 3 additions

- Lead on planning/delivering activities

Supporting the School:

- Be aware of and comply with school policies and procedures including relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop and prevent discrimination on the grounds of race, religion, gender, disability, sexuality and status.
- 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

LEVEL 3 ADDITIONS

- Provide appropriate guidance and supervision of other EYPs and assist in their training and development appropriate

Supporting the SEN:

- To help and support the SENCO in delivering a suitable programme of activities for the child's individual development, both indoors and out.
- To assist in making resources to support activities that have been advised by the SENCO/outside agencies
- To provide feedback about the child's progress to the SENCO, parents and outside agencies
- To report any problems about arrangements or incidents to the SENCO or Supervisor

After School Club Duties

- To assist with providing and supervising safe play activities for children.
- To set out the equipment before each session commences and clear away at the end
- To foster each child's self-image and esteem and establish relationships which are based on mutual respect
- To provide a nutritious and healthy breakfast/tea for the children in the club
- To promote an understanding of health issues such as healthy eating, dental health
- To ensure good working relations between the parents and staff
- To provide and maintain equality of opportunity for all children and their families
- To follow the school's Behaviour Policy
- To provide support to children including first aid if trained
- To attend training as reasonably requested
- To assist with the supervision of pupils both indoors and outdoors, having due regard to Health and Safety regulations and Policy
- To liaise with school staff as required
- To complete any other duties required by the Headteacher or Leadership Team which may reasonably be requested

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

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

As an employee you have legal duties which include:

1. Taking reasonable care for your own health and safety and that of others who may be affected by what you do or do not do.
2. Co-operating with your employer on health and safety,
3. Correctly using work items provided by your employer, including personal protective equipment, in accordance with training or instructions, and
4. Not interfering with or misusing anything provided for your health, safety and welfare.

The Warriner Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share and demonstrate this commitment. This post involves regulated activity with children and is exempt from the Rehabilitation of Offenders Act 1974. The successful applicant will be subject to an Enhanced DBS check with Children's Barred List check, together with other relevant pre-employment checks. It is an offence to apply for this role if you are barred from engaging in regulated activity with children. Online searches may be conducted on shortlisted candidates in accordance with Keeping Children Safe in Education (KCSIE). We are committed to equality of opportunity and welcome applications from all sections of the community.

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Person Specification

Qualifications and training

- First aid training (or willingness to complete it)
- Relevant Level 3 Qualification (essential)

Experience

- Working with children or young people
- Working and collaborating within a team

Skills and knowledge

- In-depth understanding of the EYFS framework and child development.
- Ability to plan and assess learning effectively.
- Strong communication and teamwork skills.
- Knowledge of safeguarding, SEND, and inclusion practices.
- Ability to respond quickly and effectively to issues that arise
- Ability to use own initiative and take action accordingly
- Effective communication with adults and children
- Ability to follow instructions from senior team members
- Ability to build effective working relationships with colleagues

Safeguarding

- Commitment to safeguarding and promoting the welfare of children and young people.
- Understanding of individual safeguarding responsibilities and the importance of reporting concerns promptly.

- Ability to contribute to a safe, inclusive and respectful environment for children and young people.
- Commitment to maintaining appropriate professional boundaries, conduct and confidentiality.
- Willingness to undertake safeguarding training and comply with Trust safeguarding policies and procedures

Notes:

This job description may be amended at any time in consultation with the postholder.

If you don't have all of the experience listed above but are interested in applying, contact recruitment.4007@warriner.oxon.sch.uk

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