



The Warriner Multi Academy Trust



Early Years Practitioner

Job Description

The directors and LGBs are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service (DBS) check will be carried out for the successful candidate.

Job Information	
Reporting to	Headteacher
Grade	Grade 4 (Points 4-5) £25,185-£25,584 Pro Rata Grade 6 (Points 8-13) £26,824-£29,064 Pro Rata – Level 3 only
Hours /Weeks	31.25hrs per week. Mon-Fri 8.30am-3.15pm (to include 30min unpaid lunchbreak) Term Time Only

General information:
The general principle that the children must be supervised at all times in a suitable manner must be adhered to, thus securing the safety, welfare and good conduct of the pupils.
Main duties and responsibilities
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 tea for the children in the club To promote an understanding of health issues such as healthy eating, dental health



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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

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.

All schools within the Warriner Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including an enhanced DBS check and satisfactory references. Please be aware that, we may carry out an online search, on shortlisted candidates only, in line with Keeping Children Safe in Education in order to identify any incidents or concerns which are publicly available online. The Warriner Multi Academy Trust is an equal opportunities employer. It is an offence to apply for certain roles within schools if you are barred from engaging in regulated activity relevant to children. This post is exempt from the Rehabilitation of Offenders Act (1974).



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Person Specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none">• First aid training (or willingness to complete it)• Relevant Level 3 Qualification (desirable)
Experience	<ul style="list-style-type: none">• Working with children or young people• Working and collaborating within a team
Skills and knowledge	<ul style="list-style-type: none">• 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 have a firm but fair approach to handling behaviour issues in line with the school's policies• Ability to build effective working relationships with colleagues
Personal qualities	<ul style="list-style-type: none">• Commitment to supporting and understanding student needs• Uphold and promote the ethos and values of the school• Maintain confidentiality at all times• Commitment to safeguarding, equality, diversity and inclusion

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