



The Warriner Multi Academy Trust

Grendon Underwood Primary School

Early Years Practitioner Level 2/3

Job Description

Job Information	
Reporting to	Nursery Manager
Grade	Grade Range 2 Points 11-15
Salary	£26,522-£28,742 Pro Rata
Hours /Weeks	20hrs Monday to Friday 8.30am to 12.30pm

General information:
• To provide a high standard of physical, emotional, social and intellectual care for children in the setting. • To be part of an EYFS team, where each member uses their relevant skills to ensure the efficient running of the nursery and reception classes in the school. • To work as part of a team in order to provide an enabling, stimulating environment in which children can play and learn. • To build strong relationships with parents in order to meet the needs of all children

Main duties and responsibilities
Supporting the pupil: • To effectively deliver the Early Years Framework and ensure that each child's potential is fully developed in a social, physical, psychological and cultural sense and their development both as an individual and as a member of a group, is paramount at all times. • To share responsibility for the preparation of a stimulating and caring environment, with due regard to all aspects of Health and Safety and takes into account the interests of the children. • To participate in planning and organising appropriate play and educational activities. • Enable children to make the transition from dependence to independence.



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- Enable children to make choices, develop their own ideas and take responsibility for their own actions.
- To observe, assess and contribute to any discussions about each child's progress.
- To be aware of own practice and keeping up with current trends in education.
- Attending relevant courses when possible, in accordance with priorities in the School Development Plan.
- In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment
- To continuously develop your own role, taking responsibility for identifying and addressing training and development needs.

Supporting the School:

- Where appropriate to foster links between home and school
- To liaise, consult and advise with other members of the team and outside agencies, regarding the child's progress
- To contribute to review meetings, where appropriate
- To participate in relevant professional development
- To work actively to overcome and prevent discrimination on the grounds of race, religion, gender, disability, sexuality and status.
- To be aware of and follow the school's policies and procedures
- To maintain confidentiality about home – school / pupil- teacher/ school – work matters
- To complete any other relevant tasks as directed by the supervisor.

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



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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.

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.

Signed _____ Employee

Date _____

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	• First aid training (or willingness to complete it) • Relevant Level 3 Qualification (desirable)
Experience	• Working with children or young people • Working and collaborating within a team
Skills and knowledge	• 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



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Personal qualities	• 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
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Notes:

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