

## Job Description

<b>Job Title:</b>	<b>Early Years Practitioner</b>
<b>School Name:</b>	Southwark Park Primary School
<b>Hours:</b>	33.5 hours/week 8:30 – 16:00 less 1 hour for lunch Plus 1.00 hour/week for phase meeting
<b>Grade and Range:</b>	Grade 6 – Spine Point 20 – 27 (£22,902 - £27,654)
<b>Working Pattern:</b>	Term Time only
<b>Reports to:</b>	Class Teacher/SENCO/ Headteacher / Deputy Head / Assistant Head

### Purpose and context:

- Assisting, as part of a team, in supporting the overall development and care of nursery and infant age pupils. Contributing to the smooth running of the class and the maintenance of a safe and stimulating learning environment.
- Participating in the provision of a safe and stimulating learning environment.
- Participating in the provision of a full and balanced range of learning activities, ensuring the care and wellbeing of pupils, and maintaining positive links with parents and professionals working with the school.

### Principle Accountabilities:

#### Participating in the provision of a safe and stimulating learning environment, including:

- Working as a member of a team in the development, planning and evaluation of a full and balanced range of activities which meet the emotional, physical, social and intellectual needs of the pupils
- Participating in professional discussion and meetings with staff and others as necessary
- Participating in the arrangements for mounting and displaying of children's work
- Participating in the preparation of the classroom before pupils arrive, and with classroom management during lessons, preparing for use toys, play equipment and materials, setting up play areas and large toys both indoors and out of doors. Participating at the end of the session in general clearing and tidying up.
- Sharing in making decisions and recommendations about practice, routines and use of space to maximise the potential of the school experience for every pupil.
- Contributing to the selection and making of resources and helping to care and maintain equipment, plants and animals in good condition.
- Working alongside, supporting and guiding Nursery Nurse, Work Experience and Teaching Students placed in the class as required by the Headteacher.
- Participating in the general life of the school (assemblies, parents' meetings, outings etc.).

#### Participating in the provision of a full and balanced range of learning activities, ensuring the care and well-being of the pupils, and maintaining positive links with parents and professionals working with the school, including:

- Taking groups of pupils for various activities under the direction of the Class Teacher e.g. art, music and dance, stories, cookery and craft, singing games, scientific, mathematical and constructional activities, using computers.
- Taking small groups of pupils out of the school to develop their interests in their local environment
- Making observations and records of pupils' play, progress and behaviour using 2Simple iPad programme and discussing any significant matters with the teacher

- Identifying and monitoring suspected child abuse and children at risk following appropriate guidelines to the nominated safeguarding officer.
- Paying particular attention to children with special educational needs and assisting with identifying and meeting those needs. This may involve lifting, assisting in toileting and changing pupils, helping them to transfer from seating to mobility aids, implementing individual movement programmes under direction from physiotherapist
- May be required to carry out some basic medical procedures for which training would be given
- Welcoming and working closely with parents in association with teaching staff. Supporting the school's policy on parental participation.
- Helping with milk time, first aid provision, comforting sick or injured pupils. In emergencies, liaising with senior staff and medical professionals, accompanying children to hospital or doctors as necessary if required
- Co-operating with school health authorities, taking part in health education programmes
- Assisting pupils to acquire and develop self-help skills, including toileting and personal hygiene
- Supporting the development of linguistic skills in pupils from a wide range of linguistic backgrounds
- Understanding the varying cultural backgrounds of the pupils and ensuring these are reflected in the activities and materials in the class.

### **Child protection**

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Southwark Safeguarding Children's Board and the school's safeguarding policy.

### **SUPPORT FOR THE SCHOOL**

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils
- Deliver out of school learning activities within guidelines established by the school
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Southwark Safeguarding Children's Board and the school's safeguarding policy.

### **General Statements**

- Required to carry out all reasonable duties and responsibilities of the post in accordance with the Councils' policies and procedures and standing orders.
- Enactment of Health and Safety requirements and initiatives as appropriate
- All employees are required to declare any conflict of interest that may arise before or during their employment.

- Any outside activities, either paid or unpaid, must not in the view of the School conflict with or react detrimentally to the Authority's interest, or in any way weaken public confidence in the conduct of the School's business.
- Undergo and meet school conditions for a satisfactory enhanced CRB check.
- Must comply with all equality legislation, policies and procedures; actively promote ways of eradicating and challenging racism, prejudice and discrimination through the School's policies and procedures.
- To have due regard for safeguarding and promoting the welfare of children and young people, and to follow the child protection procedures adopted by the Southwark Safeguarding Children Board.
- Ensuring work is line with the School's Green Commitment Policy goals.
- Being aware of responsibilities under the Data Protection act for the security, accuracy and relevance of information held and maintained.
- Treating all information acquired through your employment, both formally and informally, in strict confidence
- To demonstrate a commitment to good customer care.
- Any other duties of an appropriate level and nature will also be required.

**To contribute as an effective and collaborative member of the School Team**

- Participating in training to be able to demonstrate competence.
- Participating in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Contributing in meetings and being a supportive member of the school team.

## Person Specification

**Job Title:** Early Years Practitioner – Grade 6 – SCP20 - 27

**School Name:** Southwark Park Primary School

		<b>Essential (E) or Desirable (D)</b>	<b>How assessed (A / I / T) Knowledge / qualifications:</b>
<b>Knowledge/ qualifications</b>	<ul style="list-style-type: none"> <li>▪ Cache Level 3 Early Years Education and Childcare qualification or equivalent.</li> <li>▪ First Aid certificate</li> <li>▪ Knowledge of basic health and safety procedures.</li> <li>▪ Knowledge and understanding of different social, cultural and physical needs of children.</li> <li>▪ Knowledge and understanding of special educational needs.</li> </ul>	<p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>D</p>	<p>A</p> <p>A</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Experience of working with children and young people (either paid or unpaid).</li> <li>▪ Experience of working in a nursery.</li> </ul>	<p>E</p> <p>D</p>	<p>A/I</p> <p>A/I</p>
<b>Aptitudes, skills and competencies</b>	<ul style="list-style-type: none"> <li>• Excellent written and oral communication skills.</li> <li>• Ability to communicate effectively with parents and with pupils with different cultural, physical and social needs.</li> <li>• Ability to deal with accidents or emergencies in a calm manner.</li> <li>• Ability to relate well to children and adults</li> <li>• Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</li> <li>• Excellent record keeping skills.</li> <li>• Excellent numeracy/literacy skills – equivalent to NVQ Level 2 in English and Maths</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>

<p><b>Special Conditions</b></p>	<ul style="list-style-type: none"> <li>▪ Motivated to work with children &amp; young people.</li> <li>▪ Ability to form &amp; monitor appropriate relationship &amp; personal boundaries with children &amp; young people.</li> <li>▪ Emotional resilience in working with challenging behaviours.</li> <li>▪ Appropriate attitudes to use of authority &amp; maintaining discipline.</li> <li>▪ The post holder may be required to work outside of normal school hours on occasion, with due notice.</li> <li>▪ All post holders will be required to undertake an enhanced DBS check. Individuals on the children's barred list (and adults barred list where relevant) should not apply.</li> <li>▪ An understanding of the principles of Keeping Children Safe in Education 2015 and a commitment to ensuring the health, safety and wellbeing of all children</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p>
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