



## Northumberland Church of England Academy Trust

### JOB DESCRIPTION

<b>JOB TITLE:</b>	Early Years Practitioner
<b>SCHOOL:</b>	EYFS
<b>SALARY:</b>	Band 2
<b>RESPONSIBLE TO:</b>	<b>Director of Early Years / Nursery Manager / Senior Practitioner</b>

Northumberland Church of England Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Trust will provide an environment in which the personal attributes, strengths and academic excellence of staff will enable the creation of opportunities for all to develop their potential to the full; creating confident, independent, versatile and successful adults, equipped with the skills and values to meet the challenges of a changing society and to provide the best possible educational foundation for life.

It is essential that the post holder actively supports the vision and ethos of the Northumberland Church of England Academy.

### PURPOSE OF JOB:

The purpose of this role is to take a shared responsibility for the welfare, learning and development of children in the nursery by working with initiative and creativity to foster an environment that encourages the children's all-round development.

### MAIN RESPONSIBILITIES:

- To work alongside the Early Years staff team to ensure that children access high quality early years experiences in an exciting and nurturing environment.
- Implement policies and procedures to ensure the welfare requirements of the Early Years Foundation Stage Framework are met.
- Assist in planning appropriate experiences for children to meet the learning and development requirements of the EYFS Statutory Framework.
- Participate in providing a safe and secure learning environment for the children both indoors and out, that is welcoming and exciting and meets their needs and interests.

- Maintain the highest levels of cleanliness and hygiene in sleeping, nappy changing, food preparation.
- Take shared responsibility for the care, maintenance and security of all equipment and resources in the setting.
- Participate in performance management and access necessary training or professional development.
- Comply with NCEA policies and procedures at all times.
- Treat all staff, children, parents and other professionals with courtesy and kindness at all times.
- To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job.
- To be aware of the high profile of the setting and to uphold its standards at all times, both in work hours and outside.

The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. You may be required to carry out additional duties commensurate with the level of the role.



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Person Specification: EY Practitioner	Essential	Desirable
<b>Experience and Knowledge: The person appointed should be able to demonstrate:</b> <ul style="list-style-type: none"> <li>• Experience of working with pre-school children in a group setting.</li> <li>• Experience of providing play opportunities for pre-school children linked to their developmental stage.</li> <li>• Experience of working in partnership with parents, carers and children, and other agencies</li> <li>• Experience of a variety of early years settings.</li> <li>• Experience of undertaking developmental work.</li> <li>• Experience of supporting individual children and their families.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul>
<b>Skills: The person appointed must be able to:</b> <ul style="list-style-type: none"> <li>• Knowledge and understanding of current childcare practice and child development</li> <li>• Knowledge and understanding of how children play and learn.</li> <li>• A creative and innovative approach to play.</li> <li>• Knowledge and understanding of child protection issues.</li> <li>• Excellent interpersonal and communication skills (verbal and written).</li> <li>• Ability to plan and evaluate activities.</li> <li>• Ability to work alone and as part of a team.</li> <li>• Ability to manage own workload and work under own initiative.</li> <li>• Ability to keep simple records.</li> <li>• Commitment to and ability to work in partnership with parents, carers and children.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	
<b>Qualifications: The person appointed will have:</b> <ul style="list-style-type: none"> <li>• Level 3 qualification in Early Years e.g. NNEB, B/Tech/ NVQ Level 3 OR similar.</li> <li>• At least 5 GCSE at grade C or above (including Maths and English)</li> <li>• A commitment to undertake further training.</li> <li>• A full clean Driving Licence.</li> <li>• Relevant Playwork qualification</li> <li>• 1st Aid</li> <li>• Safeguarding children</li> <li>• Relevant speech and language qualification</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>