Job Description – January 2027

Title	Early Years Practitioner
Summary of the Role	To support the class teacher in providing high-quality care and education for children in the Early Years Foundation Stage (EYFS). To assist with the delivery of planned learning, purposeful play, children's welfare and the daily organisation of the learning environment, helping every child to feel safe, included, confident and appropriately challenged.
Hours of Work	09.00-18.00
Line Manager	Head of Early Years

Responsibilities

Detailed below are the principle tasks and activities associated with your role. Activities and tasks are carried out on a daily, weekly or as and required basis. The Head of Early Years will be responsible for working with you to establish, maintain and monitor that the activities and tasks are being performed to the school's high standards and on-going to assist you in your own personal development.

Your role will be as set out in this job description but please note that the Headteacher reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes. The list of duties in the job description should not be regarded as exclusive or exhaustive.

Personal Responsibilities

- To be fully supportive of the Catholic ethos and mission of the school and contribute positively to school life.
- To provide high quality care and activities for the children and to recognise both individual and group requirements in a secure, safe and stimulating environment.
- To develop positive relationships with the children and their families.
- To ensure you are familiar with the key policies and procedures, especially safeguarding children, equal opportunities, behaviour management and health and safety.
- To participate in school/class assemblies. To lead an EYFS assembly on a rotational basis.
- To support the community life of the school which will involve working some additional days. This will include Open Mornings which are held once a term usually on a Saturday.
- To undertake other duties as may be deemed reasonable within the normal course of school duties as directed by the Headteacher and the Head of Early Years.

Curriculum Responsibilities

- To support the Teacher in delivering the Early Years Foundation Stage framework and any other appropriate guidance to all children in accordance with the Early Years policy and statutory guidelines.
- To assist in planning a full range of stimulating activities for all children daily.
- To observe each child's progress and report on achievements, looking for progression and continuity alongside the Early Years Foundation Stage.
- To undertake outdoor play supervision and before and after-school duties where applicable
- To undertake supervision of extended day activities when required for cover.
- To prepare classrooms and outdoor areas for play activities.
- To take part in, or sharing when appropriate the telling of stories, singing, instrumental sessions, music and movement and PE.
- To take part in and contribute in the Early Years Team meeting, general staff meetings where appropriate and in-service training as required.
- Ensure that you attend to the all-round daily needs of the children by enhancing their physical, intellectual, social and emotional development.
- To ensure displays are changed regularly and in line with themes and seasons.
- To ensure everything in the Early Years Department that needs to be, is appropriately labelled.

Welfare Responsibilities

- To support the children with food, milk, drinks and snacks and encourage good nutrition and sociable eating.
- To assist children with personal care, including changing nappies, assisting with toileting and other associated welfare duties.
- To promote good order and good behaviour of the children.
- To action and monitor all child safeguarding / protection issues / accidents to ensure that any remedial action is taken immediately. Ensure close monitoring of children about whom there are concerns.
- To carry out daily health and safety checks and daily risk assessments to ensure the Early Years Department is tidy, safe, clean and secure for children, staff, parents/carers and visitors.
- Ensure resources, toys and equipment are organised, stored correctly, cleaned regularly and any breakages reported to the Head of Early Years.
- To clean obvious marks or spillages (doors, floors, walls etc) as soon as they happen, within reason.
- To make sure rooms, toilets and corridors are left tidy and cleared away at the end of the day to include children's clothes and shoes, resources, cups, plates, utensils, food, drink etc.
- To ensure that appropriate signage is displayed correctly e.g. fire evacuation.
- Ensure the cleanliness of the children at all times.
- To provide simple first aid, when necessary, and ensure Accident and Incident books are maintained correctly.

Person Specification – Early Years Practitioner

Qualifications and Experience

- Experience of working with relevant age groups within a learning environment
- Very good numeracy and literacy skills
- Hold a recognised EYFS/TA Qualification (Level 3 and above).

Professional Values and Practice

- Understand and respect social, cultural, linguistic, religious and ethnic backgrounds
- Able to build and maintain successful relationships with pupils, treating them equitably with respect and consideration
- Demonstrate a commitment and ability to raising educational achievement to all pupils and to promote positive values, attitudes and behaviour
- Understand the role of parents and carers in pupils' learning and development and demonstrate ability to liaise with parents and carers sensitively and effectively
- Demonstrate a willingness and ability to improve own practices and methodologies through the utilisation of available information, tools, evaluation, observation and discussion with colleagues, mentors and line-managers
- Must be flexible and adaptable

Knowledge and Understanding

- Demonstrate sufficient understanding of defined specialist area to support pupils' learning and an ability to acquire further knowledge to contribute effectively and with confidence to the classes in which they are involved
- Demonstrate familiarity with the school curriculum, the age-related expectation of pupils, the main teaching methods and the testing/examination frameworks in the subjects and age ranges in which they are involved
- Can use ICT effectively to support learning
- Use of other equipment and technology e.g. DVD, photocopier etc.
- Working knowledge of the Early Years Curriculum and other relevant learning programmes/strategies
- Understanding of principles of child development and learning processes
- Ability to relate well to children and adults
- Understand their role in keeping children safe
- Work constructively as part of a team, understanding classroom roles and responsibilities in the context of the position
- Aware of the statutory frameworks relevant to the role