



## Job Description: Early Years Practitioner

<b>Purpose</b>	<ul style="list-style-type: none"> <li>- An Early Years Practitioner is a qualified childcare professional with responsibility for caring for children and maintaining a high-quality, stimulating learning environment. A friendly and responsive individual who works flexibly and effectively as part of a team to ensure the smooth running of the nursery. Support the running of wrap around care; breakfast club and afterschool club at Lympsham Preschool</li> </ul>
<b>Reporting to</b>	Senior Leadership Team

<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• To be involved with the setup of the classroom and outside area, ensuring it is stimulating and supports the curriculum.</li> <li>• To be passionate about having a positive impact on young children lives.</li> <li>• To provide developmentally appropriate activities for the children in your care.</li> <li>• To ensure the individual needs of the children in your care are recognised and met.</li> <li>• To liaise and work with all parents in a professional manner at all times.</li> <li>• To talk appropriately and professionally.</li> <li>• Good working knowledge of the EYFS</li> <li>• To be a key person to a small group of children</li> <li>• To work well with other staff members in a team.</li> <li>• To keep information confidential which relates to the children, families or other staff members.</li> <li>• Excellent communication skills, competently liaising with parents and other professionals</li> <li>• To undertake all duties as specified by your Manager</li> <li>• To ensure that clean and hygienic standards are maintained at all times.</li> <li>• To be familiar with all policies and procedures, and ensure they are followed at all times.</li> <li>• Commitment to maintaining a safe, secure and nurturing environment</li> <li>• To ensure all tasks and assignments set by training provider are completed within the set timeframe.</li> <li>• Commitment to promoting the ethos and values of the school and getting the best outcomes for all children</li> <li>• To safeguard children, families, staff and visitors at all time.</li> </ul> <p><b>The Trust recognises that the following skills are required for this post:</b></p> <p><b>Relating to others</b></p> <ul style="list-style-type: none"> <li>• Impact and influence: the ability and the drive to produce positive outcomes by impressing and influencing others.</li> <li>• Team working: the ability to work with others to achieve shared goals.</li> <li>• Understanding others: the drive and ability to understand others, and why they behave like they do.</li> </ul> <p><b>Reflecting</b></p> <ul style="list-style-type: none"> <li>• Reflect on personal and professional development.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Use feedback from all levels of the Trust to help improve</li> <li>• Be aware of your own skills of self-management as regards time and prioritising workload.</li> </ul>
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<b>Additional Responsibilities</b>	<ul style="list-style-type: none"> <li>• Be able to inspire staff and pupils with the highest standards and expectations.</li> <li>• To ensure the aims, priorities and policies of the Trust are adhered to.</li> <li>• To always act as a positive representative of the Trust and its learners.</li> <li>• Be courteous to colleagues and provide a welcoming environment to visitors both in person and on the telephone and maintain a professional standard of demeanour and dress.</li> <li>• Attend relevant meetings, participate in training and other learning activities and performance development, as required</li> <li>• Take on additional responsibilities, as required by the Chief Executive and the Executive Leadership Team of the Wessex Learning Trust</li> <li>• Support the provision for wrap around care (Breakfast and Afterschool club)</li> </ul> <p><b>The Wessex Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff working within the Trust are expected to share a commitment to doing this. You will be expected to follow and promote the procedures in the child protection and safeguarding policy and report any concerns in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children and young people gives cause for concern the Trust’s child protection procedures will be followed alongside implementation of the Trust disciplinary procedures.</b></p> <p><b>This post will require online checks to be undertaken and an enhanced DBS check, as well as medical clearance.</b></p>
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**This job description is current as at the date shown, and whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified.**

**The job description will be reviewed annually as part of the appraisal process or at other appropriate times as determined by the Trust.**

<b>Signature (employee):</b>	
<b>Date:</b>	
<b>Signature (line manager):</b>	
<b>Date:</b>	

## EARLY YEARS PRACTITIONER - PERSON SPECIFICATION

	Essential (E) Desirable (D)
<b>QUALIFICATIONS</b>	
5 GCSEs or equivalent (Grade A*-C) including Maths and English	E
Evidence of a further qualification, professional development, or training	D
A commitment to continuing professional development	E
Early Years Level 3 qualification	E
<b>EXPERIENCE</b>	
Broad range of knowledge within safeguarding, child development, protection, and behaviors	E
Experience of working in education or similar environment	E
Good understanding of the education sector	D
Experience of working with a range of partners and stakeholders	E
Experience of writing, contributing, and reviewing of relevant documentation	E
<b>SKILLS</b>	
Excellent verbal and written communication skills	E
Ability to use initiative and prioritise work	E
Strong interpersonal skills	E
Strong IT skills, including MS Office	D
Flexible and adaptable within a fast-paced, changing environment	E
Skilled at working under pressure to meet deadlines	E
<b>PERSONAL QUALITIES</b>	
High professional and personal standards	E
Respect for young people and their needs and passionate about enhancing opportunities	E
Demonstrates resilience, high level of motivation and 'can do' attitude	E
Commitment to maintaining confidentiality at all times	E
Demonstrate experience of building excellent working and professional relationships	D
Comply with safer recruitment checks including enhanced DBS	E