



## Job Description

Staploe Education Trust and its schools are committed to safeguarding and promoting the welfare of children and young people, and expects all adults working within our Trust to share this commitment

<b>Job Title:</b>	Early Years Practitioner – level 2, part-time – Maternity Cover, linked to external funding
<b>Line Manager:</b>	Pre-School Teacher
<b>Location:</b>	The Shade Primary School
<b>Salary:</b>	EYP Level 2, Scale 3
<b>Hours of work:</b>	17 hours and 45 minutes per week Monday to Friday, 08:45 – 12:00, with an additional hour for planning every Tuesday Term time only

### Job Purpose:

To assist the team of staff in delivering the Early Years Foundation Stage curriculum in a safe and purposeful learning environment. To contribute to raising standards of achievement for all pupils.

### Main duties and responsibilities:

- The post holder will be required to demonstrate a continual positive commitment to the Trust’s policies including those relating to safeguarding children, health & safety, and equal opportunities. You will be committed to safeguarding and promoting the welfare of young people, a responsibility we expect all our staff to share

### Support for the children

- To provide safe, stimulating play; to meet the social, linguistic, creative, physical, imaginative and emotional needs of each pupil
- Provide specialist learning support (requiring in-depth knowledge and experience) to children with SEND, through guidance from the class teacher
- Establish and maintain supportive relationships with individual pupils, small groups and parents/carers to ensure the development of the Pre-School
- Encourage and promote inclusion in the Pre-School, ensuring all pupils feel involved with tasks and activities

### Support for the curriculum

- Support and assist with the implementation of the Early Years Foundation Stage curriculum through modelling, questioning and guiding children in their play



- Contribute to the pupils' Early Years profile, regularly evaluating the pupils' development and recording observations or comments, including photographs
- Supporting the use of ICT in the classroom

### **Support for the teacher**

- Provide feedback on learning activities
- Contribute to behaviour management within the Pre-School
- Undertake Intimate Care duties and log these according to school policy

### **Support for the school**

- Develop and maintain effective working relationships with other staff and parents or carers
- Contribute to the maintenance of a safe, happy and healthy environment
- Attend and actively participate in Early Years meetings and social events
- To carry out duties and responsibilities in accordance with Trust policies and procedures

### **General**

- Other duties and responsibilities, express and implied, which arise from the nature and character of the role and are commensurate with the grade of the post
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- This job description is not necessarily a comprehensive definition of the post

The job description will be reviewed after one term and then annually.