



The Northumberland Church of England Academy

Job Description

Title: Early Years Practitioner

Responsible to: Director of Early Years

Salary: Band 3

Responsible For: To assist the EY Lead Practitioner with duties that ensure the effective provision for all children within the setting.

Purpose of the job:

To support the Director of Early Years/ EY Lead Practitioner in implementing the welfare, learning and development requirements in the setting.

Main duties:

- To work alongside the Early Years Lead Practitioner and Early Years staff team to ensure that the setting's philosophy is fulfilled.
- Follow policies and procedures to ensure the welfare requirements of the EYFS Statutory Framework are met.
- Support with and contribute to appropriate learning experiences that meet the needs of the age and stage of development of the children and that meet the learning and development requirements of the EYFS Statutory Framework.
- Follow all planning, assessment and recording and reporting systems in line with the learning and development requirements of the EYFS Statutory Framework including
- Contribute to the completion of the two year old statutory progress check.
- Undertake the role and responsibilities of a key person.
- Maintain a stimulating, appropriately resourced learning environment both indoors and out that is safe and welcoming for all children.
- Provide effective liaison with parents on a day to day basis regarding the welfare, learning and development of the children, supporting them in their involvement in their child's learning.
- Take responsibility for maintaining high standards of cleanliness and tidiness within the nursery, ensuring that resources are well maintained.

- Participate in performance management and access necessary training or professional development.
- 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.



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Person Specification: Early Years Level 3 Practitioner

	Essential	Highly Desirable	Desirable	Of Clear Additional Value	Of Potential Additional Value	Means of assessment
<u>Qualifications</u>						
Early Years qualification: e.g. NNEB, BTEC Diploma in Nursery Nursing	*					application
NVQ Level 3 in Childcare and Education	*					application
Be entitled to drive a vehicle with between 9 and 16 seats (Category A old style, D1 new style licence)			*			Application interview
<u>Experience of</u>						
Working with 2 – 4 year olds	*					application
Working with babies			*			Application / interview
<u>Knowledge/Skills/Aptitudes</u>						
A sound understanding of child development and children's needs	*					Application interview
A sound knowledge of the Early Years Foundation Stage	*					Application interview
Ability to communicate effectively with young children, their parents/carers	*					Application interview
Ability to contribute to the planning and delivery of a range of play activities to support learning	*					
Knowledge of relevant legislation, policies, procedures and standards	*					Application interview
Ability to record information accurately and appropriately	*					Application interview
Physically capable of discharging the requirements of the post	*					Application interview
<u>Characteristics</u>						
A flexible approach regarding hours of work	*					Application interview
A commitment to keep children and young people safe by providing a safe environment to learn in	*					Application Interview
Commitment to identify children and young people who are suffering or likely to suffer significant harm and	*					Interview

take appropriate action with the aim of making sure they are kept safe.						
A commitment to implement and promote Academy policy in all matters	*					Application Interview
A commitment to the ethos and values of the Academy	*					Application interview