



## **JOB DESCRIPTION – EARLY YEARS PRACTITIONER (46 Weeks)**

Upton House is committed to safeguarding and promoting the welfare of children and young people, along with their protection and expects all staff and volunteers to share this commitment.

### **TITLE**

Early Years Practitioner

### **RELATIONSHIPS**

Daily to the Head of EYFS for the organisation and curriculum development of the Nursery during term time and daily to the Little Upton Manager during the school holidays.

### **RESPONSIBILITIES AND KEY TASKS**

- a) To assist the Head of EYFS with the children and the administration in the Nursery and to complete any work previously planned.
- b) To lead parent meetings with parents of children in key group.
- c) To teach and safeguard pupils within the school with motivation and enthusiasm making a vital contribution to their education and wellbeing.
- d) To prepare notes for parent meetings.
- e) To track children's progress through the production of online learning journals.
- f) To set targets for key children.
- g) To write formal reports for the children during the summer term.
- h) To act as a key carer to a group of children, settling in children and working closely with families.
- i) To be responsible for the planning, setting up and clearing away of activities in the Nursery as a whole.
- j) To maintain, repair and clean any equipment e.g. books, aprons, dressing-up clothes, toys, games etc.
- k) To be concerned with the general welfare of the children, including matters relating to personal hygiene and health.
- l) To participate in school lunches with the children.

- m) To undertake outdoor play supervision within the Nursery and after-school duties where applicable e.g. prep, tea.
- n) To undertake supervision of extended day activities when required for cover.
- o) To prepare classrooms and outdoor areas for play activities.
- p) To attend departmental staff meetings and other staff meetings as required.
- q) To undertake setting-up and maintaining effective and efficient communication to parents.
- r) To be responsible for ensuring that the display boards are attractive and up-to-date.
- s) To undertake INSET courses as necessary for professional development.
- t) To be responsible, with the Head of EYFS, to update records and assess when necessary.
- u) To undertake such other duties consistent with the nature and responsibility of the post as may be reasonably assigned by the Head.



## Person Specification – Teaching Staff

Upton House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### Essential qualities

- recognised teaching qualifications
- professional approach to parents and colleagues
- motivation and enthusiasm to work with children
- emotional resilience in the working environment
- sense of humour
- loyalty and confidentiality in and out of working hours to the school
- team player
- supports the school's commitment in safeguarding and promoting the welfare of children and young people
- an updated knowledge of current educational practice
- ability to produce differentiated lessons that cater for a wide range of learning ability
- ability to use information technology to supplement education
- ability to communicate effectively to a variety of audiences both orally and in writing
- interested in extending knowledge and developing professional practice through training
- keenness to use initiative and be given responsibility
- ability to work some hours additional to normal working hours for purposes of training, meetings and parents' evenings without additional pay