



Early Years Practitioner

Job Description: Early Years Practitioner (Part Time)

Job Title: Early Years Practitioner

Contract Type: Part time

Salary: Grade 3, point 4

Main Purpose of the Role

- To provide high-quality care and education to children in the Early Years Foundation Stage (EYFS)
- To work as part of the Early Years team, supporting the planning and delivery of an engaging curriculum
- To ensure the safety and well-being of all children at all times

Key Responsibilities

- Assist in the planning, preparation, and delivery of activities that meet children's individual needs and interests
- Observe, assess, and record children's development and progress, sharing this information with colleagues and parents as appropriate
- Foster positive relationships with children, parents, and carers
- Maintain a safe, stimulating, and inclusive environment
- Support children's personal, social, and emotional development, encouraging independence and positive behaviour
- Contribute to the implementation of policies and procedures, including those relating to safeguarding and health and safety
- Participate in team meetings, training, and continuous professional development
- Assist the class teacher to organise and supervise practical activities through interacting with children and supporting their learning both inside and outside.
- Set up and clear away materials and equipment, ensure equipment is safe and in a suitable condition. Ensure that areas are safe and tidy.
- Assist all children with their care, health and welfare, which includes attending to personal needs.
- Assist with preparation of snacks whilst being aware of special diets

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

The duties of the post could vary from time to time resulting from new legislation, changes in technology or policy changes and in this case appropriate training may be given to enable the post holder to undertake the new / varied work.

All duties will be carried out within recognised procedures or guidelines and the teacher will be available for support and guidance.

Other duties of a similar nature undertaken within the school are not excluded simply because they are not itemised.

Person Specification

Qualifications and training

- Level 2 or above qualification in Early Years Education/Childcare
- Evidence of ongoing professional development in Early Years (desirable)

Experience

- Experience working with children in an Early Years setting
- Experience of supporting children's learning and development

Skills and knowledge

- Good understanding of the Early Years Foundation Stage (EYFS) framework
- Ability to observe and assess children's progress effectively
- Good communication and interpersonal skills
- Awareness of safeguarding and child protection procedures
- Ability to work effectively as part of a team

Personal qualities

- Passionate about working with young children
- Patient, caring, and approachable
- Committed to promoting equal opportunities and inclusion
- Flexible and able to adapt to the needs of the setting
- Commitment to maintaining confidentiality

Safeguarding

Woodbridge Primary School is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory completion of safeguarding checks.

Woodbridge Primary School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.