

## Job Description EYFS Practitioner

---

**Role:** EYFS Practitioner

**Hours:** 37.5 hours per week. Shift pattern: 7.30-3.30pm and 10.00am - 6pm Mon-Fri

**Responsible to:** Early Years Leader

### General Duties:

- To provide a high standard of physical, emotional, social and intellectual care for children placed in the Setting;
- To give support to other personnel within the Setting;
- To implement the daily routine in the base room.

### Key Areas:

- Work with Children
- Team Work
- Liaise with Parents/carers.

### Line Management Responsibilities

- Supervision of Trainees
- Modern Apprenticeships and Nursery Assistants as required by Early Years Leader.

### Duties and Responsibilities

- Operate a programme of activities suitable to the age range of children in your area in conjunction with other staff;
- To keep a proper record of achievement file on your key children, for parents/carers;
- Work with parents/carers of special needs children to give full integration in the Setting;
- Support all staff and engage in a good staff team;
- Liaise with and support parents/carers and other family members;
- To be involved in out of working hours activities, e.g. training, monthly staff meetings, fundraising events;
- To be flexible within working practices of the Setting. Be prepared to help where needed, including to undertake certain domestic jobs within the Setting, e.g. preparation of snack meals, cleansing of equipment etc.;
- Work alongside the manager and staff team to ensure that the philosophy behind the project is fulfilled;
- Recording accidents in the accident book. Ensure the manager has initialled the report before the parent receives it;
- Look upon the Setting as a “whole” where can your help be most utilised, be constantly aware of the needs of children;
- Ensure child is collected by someone known to Setting;
- To respect the confidentiality of information received;
- To develop your role within the team especially with regard as a key worker;
- Specific Child Care Tasks:
  - The preparation and completion of activities to suit the child's stage of development;
  - To ensure that mealtimes are a time of pleasant social sharing;

- Washing and changing children as required;
- Providing comfort and warmth to an ill child;

## Person Specification – EYFS Lead Practitioner

---

Essential	Desirable
<p><b>Skills, aptitude, knowledge and experience</b></p> <ul style="list-style-type: none"> <li>● Previous experience of caring for, or working with children aged 0-5 in a voluntary or paid capacity</li> <li>● An understanding of the Early Learning Goals</li> <li>● Knowledge of the National Standards for the regulation of Childcare provision</li> <li>● A commitment to the provision of high quality childcare</li> <li>● A positive approach to learning and gaining new skills through teamwork and training opportunities</li> </ul>	<ul style="list-style-type: none"> <li>● Interest in the care, learning and development of young children</li> <li>● An understanding of the Foundation Stage curriculum</li> </ul>
<p><b>Personal qualities</b></p> <ul style="list-style-type: none"> <li>● Good organisational, record keeping and planning skills</li> <li>● Punctuality</li> <li>● Excellent communication skills, with children, colleagues, advisors and parents/carers/carers.</li> <li>● Patience</li> <li>● Empathy with children, colleagues and parents/carers/carers</li> <li>● Reliability and trustworthiness</li> <li>● A positive approach to inclusive practice, with children and colleagues</li> <li>● Enthusiasm for working with young children</li> </ul>	<ul style="list-style-type: none"> <li>● Flexibility – occasionally working hours might be changed, e.g. if the setting hosts a Parent’s Evening</li> <li>● Able to work in small teams</li> </ul>

Qualifications	
<ul style="list-style-type: none"> <li>● Completion of a recognised Level 2 Childcare qualification, e.g. Level 2 Certificate for the Children &amp; Young People’s Workforce, NVQ Level 2 in Children’s Care, Learning and Development – or be working towards completion</li> <li>● A positive approach to gaining further qualifications</li> <li>● Some understanding of the importance of Health &amp; Safety and Food Hygiene in the workplace</li> </ul>	<ul style="list-style-type: none"> <li>● Completion of a recognised Level 3 Childcare qualification, e.g. Level 3 Diploma for the Children &amp; Young People’s Workforce, NVQ Level 3 in Children’s Care, Learning and Development – or be working towards completion</li> <li>● Completion of Safeguarding Awareness course (Group 2)</li> <li>● Health &amp; Safety certificate</li> <li>● First Aid certificate</li> <li>● Completion of other relevant courses</li> </ul>

***This post requires a DBS check as there may be periods of unsupervised access to children. An Enhanced DBS and satisfactory references would be obtained prior to commencement of employment.***

### **Safeguarding of students and Duty of care**

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it’s essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member’s responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

### **Notes**

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment.

It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.