

## **Merryhills Primary School**

### **Job Description: Early Years Practitioner**

**Responsible to: Head teacher**

#### **Purpose**

- Ensure that a high quality, play based learning environment is maintained.
- Ensure a warm, welcoming and safe environment that promotes physical, emotional, social wellbeing.
- Plan and facilitate appropriate learning experiences for children based on their interests and developmental needs in relation to the early year's foundation stage.
- Work closely with other adults to ensure the School's ethos is promoted and policies and procedures are consistently implemented.

#### **Duties and Responsibilities**

- Provide a high standard of quality care and education and ensure the individual needs of all children are met.
- Build and maintain close and secure relationships with children, ensuring that their care, health and well-being is promoted at all times.
- Support children in developing their personal and social skills and in making relationships with other children through modelling positive behaviour.
- Implement School policies and procedures and contribute to their review.
- Contribute to team planning and provide an organised environment and learning experiences promoting the early year's foundation stage.
- Actively participate in all aspects of the provision made for children in the setting.
- Work effectively and flexibly as part of a team to promote children's education.
- Implement advice from professional or specialist support staff. (These may include Social Workers, Health Visitors, Language support staff, Speech Therapists, Educational Psychologists and Physiotherapists)
- Keep observation records of children and use them to inform planning sessions. Share with parents and other practitioners within the setting as appropriate.
- Maintain close and supportive relationships with parents and carers.
- Record accidents and incidents according to the School's policies and procedures.
- Ensure equal opportunities policies and procedures are adhered to.
- Ensure health and safety regulations are maintained.
- Report any child protection concerns to the nominated member of staff.
- Respect confidentiality within the setting.
- Uphold the standards of the setting at all times.
- Provide first aid treatment.
- Attend training courses and meetings as required.
- Undertake any other duties required by the class teachers or Early Years Team Leader within the scope of this job description.