

Newham Community Learning - Job Description

Job title:	EYFS Practitioner
Grade and work pattern:	Level 3, scale 3
Location:	Portway and Selwyn Primary Schools
Job description reviewed by:	
Is a person specification included?	Yes, as part of this JD
Date reviewed:	May 2023



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Company Number 09896221. Registered office: Newham Community Learning, Pretoria Road, London E16.

JOB DESCRIPTION AND PURPOSE – EYFS Practitioner

Grade: Level 3- Scale 3 (point 5-6)

Based at: Portway and Selwyn Primary Schools, and other Trust schools/Trust Office in order to meet the exigencies of the organisation's operations

Reports to: Senior EYFS Practitioner / EYFS Assistant Head teacher/ EYFS Teacher

Manages: N/A

Liaison with: Teachers and school leadership team as required

Responsible for: High quality EYFS services provision

Budget: n/a

Other requirements: This post is subject to an enhanced DBS check, and is exempt from the Rehabilitation of Offenders Act (1974)

PROTECTING OUR CHILDREN - SAFEGUARDING

Everyone who comes into contact with children and their families has a role to play in safeguarding children. We recognise that staff at our school play a particularly important role as they are in a position to identify concerns early and provide help for children to prevent concerns from escalating. **All staff are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned.** When concerned about the welfare of a child, staff members must always act in the **best interests** of the child.

PROTECTING OUR STAFF AND OUR RESOURCES – HEALTH AND SAFETY

Adherence to health and safety requirements, which includes proper risk management processes, is required from all staff at school in so far as this is relevant to their roles. All staff are expected to understand their responsibilities for protecting and promoting the health and safety of all children and colleagues.

EQUAL OPPORTUNITIES

Newham Community Learning has a strong commitment to achieving equality of opportunity in both its services to the community and in its employment of people, and expects all staff to understand and to promote its policies in their work.

DATA PROTECTION

UK GDPR and the Data Protection Act 2018 control how personal information is used by our Trust. Everyone responsible for handling and using personal data has to follow strict rules called 'data

protection principles', which apply to any and all data concerning a living individual. An introduction to data protection is provided in our induction systems; refresher training is also provided. Staff are required to seek advice from the leadership team should they have any queries regarding the processing of personal data of fellow members of staff, children or parents.

PURPOSE OF THE JOB

The EYFS Practitioner is a qualified childcare professional and will be expected to provide high quality, flexible childcare for families from the local communities and further afield. This is an ideal role for someone who is able to work independently and has a real ability to instil confidence to all children and parents/carers at the nursery as well as working as part of a fun and experienced team. The postholder will be creative and reflective leaders able to implement new ideas and use a range of strategies to continually improve practice and support the management team.

KEY RESPONSIBILITIES

1. To contribute to the creation of a safe, welcoming and inclusive environment for all children.
2. To follow best practices and strict compliance to all regulatory and legal requirements, including health and safety requirements and a high standard of health and hygiene.
3. To be responsible for the welfare of all children in the post-holder's designated room, following systems to ensure consistent, high-quality care.
4. To be vigilant and protect children from harm or abuse, reporting any concerns immediately – in accordance with child protection and whistleblowing policies.
5. To reflect on practice and routines, tailoring them to meet the individual needs of each child throughout the day.
6. To work within the team to accurately plan, implement and evaluate all activities/resources to provide an appropriate curriculum.
7. To work with colleagues to plan, prepare and set out an attractive, stimulating range of equipment, activities & displays, indoors and out.
8. To undertake observations and the assessment of children's learning and development ensuring records are kept up-to-date, are of a high standard and are shared effectively – including for children with Special Educational Needs.
9. To develop genuine bonds with key children allocated to the practitioner.



10. To work in partnership with all parents/carers, building and maintaining relationships that encourage trust, open communication and involvement in nursery life.
11. To be professional and a good role model to the children and other staff members.
12. To work flexibly as part of the larger team in order to ensure the smooth running of the EYFS provision.
13. To change nappies and encourage children with toilet training and personal hygiene, in line with the school's intimate care policy.
14. To carry out domestic duties such as preparing snacks, cleaning and sanitising of equipment etc.
15. To attend reasonable out-of-working-hours activities, including training, staff meetings, parents' evenings and special events.
16. To take responsibility for own personal and professional development, in line with agreed annual performance objectives.
17. To respect and value all colleagues, children and parents, encouraging a positive and diverse working environment.
18. To cooperate and work effectively with colleagues.
19. Raise the awareness of EYFS leaders to any pressures on pupils which may result in behaviour problems.
20. To undertake any other aspects of EYFS work according to the needs of the provision.

This job description is intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.



Personal Specification

	Essential	Desirable
Education & Qualifications	NNEB/NVQ Level 3 in Children's Care Learning & Development, or equivalent This post is subject to a DBS enhanced disclosure	Foundation Degree or BA in Early Years Leadership or Management qualification
Skills and Abilities	High degree of integrity and empathy when dealing with children Good verbal and written communicator Able to observe, assess and track children's learning & development Able to support and develop other team members Strong organisational skills Suitable to work with young children Be reflective and learn from past experiences Show resilience and work under pressure	Able to plan and provide age-appropriate activities Excellent customer service and conflict resolution skills
Experience	Significant childcare experience Successful experience of building positive outcomes focused relationships with children, young people and families.	Experience of delivering advice, support and training that builds resilience and independence in families



Knowledge	<p>Knowledge of current legislation and guidance (e.g. EYFS)</p> <p>Awareness of good practice of an effective early years curriculum</p> <p>Key operational policies and procedures e.g. health & safety, child protection, behaviour management and administering of medication</p> <p>Children's developmental stages</p> <p>The use of ICT to effectively support the tracking and learning and to monitor progress</p>	
Disposition	<p>Enthusiastic and friendly</p> <p>Honest, trustworthy and reliable</p> <p>Reflective</p> <p>Flexible approach</p> <p>Commitment to Equal Opportunities</p> <p>Commitment to Continuous Improvement</p>	

