



## JOB DESCRIPTION

<b>Early Years Practitioner</b>	
<b>Scale</b>	D Points 3-4
<b>Hours</b>	6 hours per week Term time only plus 5 Inset Days Hours: Friday only – 8.45 am to 3.15pm to include a 30 minute unpaid break
<b>Section</b>	Support Staff
<b>Responsible to</b>	The Nursery Manager
<b>Responsible for</b>	Delivering a high standard of learning, development and care for children aged 0-5 years. To ensure that the preschool nursery is a safe environment for children, staff and others. To develop partnerships with parents/carers to increase involvement in their child's development. To be responsible for any tasks delegated by the Senior Early Years Practitioner.

<b>Main Duties</b>	<ul style="list-style-type: none"> <li>• To provide a safe, caring, stimulating educational environment, both indoors and outdoors, at all times.</li> <li>• To deliver an appropriate play based Early Years Foundation Stage (EYFS) curriculum that enables children to make individual progress.</li> <li>• To understand and work to preschool nursery policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies.</li> <li>• To plan activities which ensure each child is working towards the early learning outcomes.</li> <li>• To ensure records are properly maintained, e.g. daily attendance register, accident and incident book, risk assessments</li> <li>• To liaise closely with parents/carers, informing them about the nursery and its curriculum, exchanging information about children's progress and encouraging parents' involvement.</li> <li>• To undertake any other reasonable duties as directed, in accordance with the preschool aims and objectives</li> <li>• Have due regard for safeguarding and welfare of children and young people and to follow the child protection procedures adopted by the school</li> <li>• Qualified to Level 2 Early Years</li> <li>• The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the MAT Health and</li> </ul>
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	<p>Safety policies.</p> <ul style="list-style-type: none"><li>• Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the School therefore retains the right to amend job descriptions to reflect changing requirements.</li><li>• To attend regular Continuing Professional Development opportunities to ensure training remains current.</li><li>• Perform any other reasonable tasks within the range of the salary grade</li></ul>
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**Stowe Valley MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS Disclosure.  
COMMITTED TO EQUAL OPPORTUNITIES**