

## Early Years Practitioner Level 6 Job Description

**Contract Details:** Grade 7, SCP 19-25  
Term Time Only  
Permanent  
33.75 hours / week  
8:30am to 3:45pm

**Reports to:** EYFS Lead/Headteacher

### **Purpose of the job:**

Supported by our reception-based EYFS lead, you will be responsible for the day-to-day organisation and delivery of play, care and learning in our 30-hour nursery. As lead practitioner, you will play a key role in providing high quality teaching and ensuring that staff are effectively deployed and offer appropriate stimulation and support to the children. Alongside our EYFS lead, you will support the development of our curriculum to ensure that our offer is inspiring and engaging for our young learners. You will work closely with our EYFS lead to support and enable the smooth transition between nursery and reception. You will develop strong community links to further build and promote essential successful home/nursery partnerships with our parents and carers.

### **Teaching and Learning:**

- Be responsible for providing high quality teaching.
- Ensuring that staff are properly deployed.
- Offer appropriate stimulation and support to the children.
- Draw up, deliver and supervise the daily programme of nursery activities and events.
- Draw up long term, medium term and session curriculum plans for the nursery.
- In consultation with the EYFS lead, liaise at suitable times to ensure a smooth transition between nursery and reception.
- Advise on and implement IEPs in conjunction with the SENCO, so as to meet individual needs.

### **Resources:**

- Set up, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays.
- Arranging/providing resources and equipment.
- Ensure that the setting is appropriately staffed at all times.

- Organise staff cover due to absence.
- Allocate children to a key person.

**Personal and welfare support:**

- Attend to children's personal needs.
- Supporting children in health, emotional and social well-being.

**Systems, policies and procedures:**

- Develop policies and procedures relating to early years provision.
- Contribute to maintaining a clean and safe environment.
- Responsible for the careful and safe use of equipment.
- To be responsible for the health, safety and welfare of the children during session hours.

**Team involvement:**

- Manage a team of early years staff, including contributing to their development and training.
- Share knowledge and understanding of early years practices to help other colleagues to develop and improve their practice. Building professional relationship.
- Developed communication skills with early year's pupils to encourage social, educational, and physical development and acceptable behaviour.
- Establish and build positive relationships parents/carers and other staff.
- Undertake unaccompanied home visits.
- Work with external agencies.

**Record keeping and information management:**

- Maintain systems of observation and record keeping so that children's attainment and progress are effectively and regularly assessed; to monitor the effectiveness of assessment procedures.
- Ensure that Quality Framework action plans and evaluations are completed.
- Ensure records are properly completed and maintained including daily register, accident book, and others required by the Academy i.e., CPOMS.

**Problem solving and decision making:**

- Respond independently to unexpected problems and situations in line with procedures e.g., leads in implementing programmes

**Knowledge, skills and experience:**

- Relevant Level 6 qualification in EYFS or equivalent, i.e., QTS.

- IT and keyboard skills.
- Specialist knowledge of child development and of techniques, policies and procedures for developing and leading suitable activities for early year's setting.
- Extended experience of staff management in an early years setting. Physical demands and working conditions.
- Mixture of sitting, walking, carrying minor loads and work in awkward positions e.g., low chairs.
- May be required to lift children for short periods.
- Some exposure to unpleasant conditions e.g., nappy changing, noise, outdoor working.

**Generic:**

- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To participate in appropriate professional development including adhering to the principle of performance management.