



ABBHEY ACADEMIES TRUST

JOB DESCRIPTION

NAME:

JOB TITLE: EARLY YEARS PRACTITIONER – ABBEY ARK

RESPONSIBLE TO: DEPUTY / ROOM LEADER

PURPOSE OF JOB:

To provide support to the Deputy / Room Leader directly, or other designated practitioner, for the delivery of a high standard of learning, development and care for children aged 2-5 years old.

Main Duties and Responsibilities

1. To provide a safe, caring, stimulating education environment, both indoors and outdoors at all times.
2. To be responsible for any tasks delegated by the Deputy/Room Leader.
3. To use IT effectively to support the teaching and learning for monitoring children's progress.
4. Support the Deputy/Room Leader track the assessment of children; deal with issues that may arise; pass on information from the manager and ensure the routines and expectations are carried out.
5. Have a key worker group with responsibility and accountability of their learning and assessments e.g. learning journals and next steps as well as supporting all other children in the nursery.
6. Adhere to the policies and procedures at Bourne Abbey C of E Primary Academy and work within the Child protection act, health and safety legislation and within the guidelines of Ofsted and National Standards.
7. To work as part of a team and support members of staff, supervise children and keep them safe and happy.

Other Duties

The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the character of the post. Duties and responsibilities outside the general scope of this job will be with the consent of the postholder.

Equal Opportunities

The postholder is required to carry out their duties in accordance with the Trust's Equality policy.

The postholder is required to carry out their duties in accordance with the Trust's Code of Conduct.

Health and Safety

The postholder is required to carry out the duties in accordance with the Trust's Health & Safety Policy and procedures.

All staff have a responsibility to safeguard and promote the welfare of all children and young people within the school and Abbey Ark. The postholder is required to contribute to the school's and Abbey Ark's safeguarding routines by:

- ensuring visitors are identified and signed in
- maintaining integrity of security door system
- keeping works spaces tidy and clear at night to preserve confidentiality
- following correct safeguarding procedures for storing pupil records

Signed.....
Postholder

Date.....

Signed.....
Executive Headteacher

Date.....