

## **Early Years Practitioner**

### **Job Description**

#### **Main Responsibilities:**

To deliver a high standard of learning, development and care for the children in our Early Years department aged 2-4 years.

To work under the instruction and guidance of teaching staff to support the delivery of quality learning and teaching and to help raise standards of achievement for all pupils.

Work may be carried out in the classrooms or outside the main teaching area.

This position would suit someone who is an experienced qualified practitioner or someone who is looking to start their career in Early Years Education.

#### **Post Holder:**

**Responsible to:** The Head of Longacre School, but delegated to the Classroom Teacher and the Senior Leadership Team for day to day management.

### **MAIN ACTIVITIES AND DUTIES**

#### **1. Support for Pupils:**

- a. To develop a knowledge of a range of learning support needs and to develop an understanding of the specific needs of the pupils to be supported;
- b. To supervise and provide particular support for pupils, ensuring their safety and access to learning activities;
- c. To provide age appropriate personal care support to pupils while promoting independence and maintain dignity e.g. support with eating, first aid, toileting and nappy changing.
- d. Taking into account the learning support involved, to aid the pupils to learn as effectively as possible both in group situations and on his/her own by, for example:
  - clarifying and explaining instructions;
  - ensuring the child is able to use equipment and materials provided;
  - assisting in supporting language, behavior and social skills,
  - helping children to learn through play by interacting and building upon these experiences.
  - assisting with the development and implementation of Individual Education Plans and Personal Care programmes where applicable;

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# LONGACRE SCHOOL

INDEPENDENT PREPARATORY SCHOOL FOR BOYS AND GIRLS AGE 2-11 YEARS

- developing appropriate resources to support the children;
  - providing support for individual children inside and outside the classroom to enable them to interact with others and engage in activities led by the teacher.
- e. To establish a constructive relationship with the pupils and interact with them according to individual needs;
- f. To promote the inclusion and acceptance of all children;
- g. To set challenging and demanding expectations and promote self-esteem and independence;
- h. To provide the necessary pastoral care to enable children to feel secure and happy;

## 2. Support for Teachers:

- a. Assist with the class teacher (and other professionals as appropriate), in the development and planning of a suitable programme of support for pupils; that work towards the Early learning outcomes.
- b. Provide detailed and regular feedback about the children to the teacher;
- c. Promote good behaviour, dealing promptly with conflicts and incidents in line with established policy, and encourage children to take responsibility for their own behaviour;
- d. Establish constructive relationships with parents/carers;
- e. Support class teachers in administrative tasks.
- f. Creating an inspiring learning environment through organization of resources and creation of effective display.

## 3. Support for the Curriculum:

- a. To follow and implement the Early Years Foundation Stage Curriculum.
- b. Contribute to the maintenance of children's progress records; using our online learning journey.
- c. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses;
- d. Undertake intervention programmes, recording achievement and progress, and feeding back to the teacher;
- e. Support the use of IT in learning activities and develop pupils' competence and

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independence in its use;

- f. Assist with the preparation and maintenance of equipment/resources required to meet lesson plans/relevant learning activities to support the delivery of an enriched curriculum.

## 4. Support for the School:

- a. Be aware of and comply with the procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
- b. Be aware of and support pupils to have equal access to opportunities to learn and develop;
- c. Contribute to the overall ethos and aims of the school;
- d. Appreciate and support the roles of other professionals;
- e. Attend and participate in relevant meetings as required;
- f. Where appropriate, develop a relationship to foster links between home and school;
- g. Liaise, advise and consult with other members of the team supporting the children as appropriate;
- h. Contribute to reviews of children's progress as appropriate,
- i. Set a good example in terms of dress, punctuality and attendance;
- j. Prepare and present displays of children's work as required;
- k. Undertake other duties from time to time as required by the Head.

Signed: .....  
Early Years Teaching Assistant

Date: .....

Signed: .....  
Head

Date: .....

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