

JOB DESCRIPTION

Job Title:	Early Years Professional
Reporting to (job title):	EYFS Lead
Hours of work:	37 hours per week, TTO + 1 week
Location:	Roseacre Primary Academy
Grade:	Grade F, Point 19-2

Main Purpose/Responsibility

To lead a professional team working with children on education and social development and to develop and improve practice to raise the standards of Nursery provision.

To actively support and model the ethos and aims of AtC.

Main Duties

The below duties are to be carried out at any one of the Trust sites, or at any of the Schools the trust may support.

- Communicate with children to lead in educational and play activities to stimulate learning and development
- Be responsible for leading and managing play, care and learning, adjusting as necessary
- Develop suitable activities for individual and groups of early years pupils;
- Develop policies and procedures in conjunction with the EYFS lead for the Nursery
- Plan educational programmes for the children in Nursery
- Understand and promote independent learning and inclusion of all children as required.
- Be responsible for the development of individual plans, liaising with external agencies/ SENDCO, to meet the needs of individual children.
- Develop, introduce, lead and supervise development work in conjunction with the EYFS lead
- Assess, record and report on development, progress and attainment of children in the Nursery
- Act as a team leader for Nursery staff and inspire others
- Share knowledge and understanding of early years practices to help other colleagues to develop and improve their practice.
- Liaise with parents/carers and other agencies to provide feedback in relation to attainment and progress.
- Be responsible for the careful and safe use of equipment, such as play and standard ICT equipment.
- Liaise with new parents/ carers to promote the nursery setting.
- Assist pupils with eating, dressing, hygiene and medical needs, as required, whilst encouraging independence.
- Carry out general First Aid duties and attend training as required.
- Maintain confidentiality and adhere to safeguarding procedures
- Ensure compliance with policies and procedures relating to child protection, health, safety, security, safeguarding and confidentiality.
- Ensure staff maintain the minimum standards and code of conduct expected of their role.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

AtC is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.