



Job Description and Person Specification

Position Title	Foundation Stage/Early Years Practitioner		
Location	Bishops Tawton Primary School		
Reporting to	Early Years Teacher		
Position Number(s)			
Grade	B/C		
Directorate/Section/School	Two Rivers Federation		
Effective date of JD	March 2024	JE Job Number	G.1295

Job Purpose including main duties and responsibilities:

Job Purpose:

To work under the guidance of the teaching/senior staff, within an agreed system of supervision.

Main Duties & Responsibilities:

Implement agreed range of activities with individuals/groups of children, either within or outside of the nursery/foundation stage unit
 Assist the teacher in the whole observation, assessment and planning cycle
 Management/preparation of resources to support an enabling learning environment, both indoors and outdoors
 Supervise all children during the short-term absence of teachers (i.e. cover supervision)
 Assist children in undertaking both adult directed and child-initiated activities, interacting with them to support their learning and development
 Ensure school safeguarding policies and procedures are followed appropriately
 Regularly contributing towards written observations of a child's progress, whilst maintaining confidentiality at all times
 Collating evidence to support a child's progress towards learning outcomes.

Person specification:

Attribute	Essential	Desirable	Method of Assessment
Management of people		Experience of guiding and supervising students and those on work placement Contribute towards the maintenance and upkeep of resources in the setting	Application form Interview
Experience	Proven experience of working with children of relevant age in an early learning environment, either on placement or in paid employment Experience of working with the Early Years Foundation Stage national curriculum and other relevant learning programmes/strategies e.g. contributing towards individual education plans Knowledge or experience of working as a key worker with a group of children	Experience of working in Early Years in a school environment Experience of working as part of a team Experience of working with other agencies and professionals Knowledge and understanding of the type of external support that is available to support children's development and how to access these services.	Application form References Interview
Practical Skills	Ability to plan effective learning and care programmes either under appropriate supervision and guidance or in collaboration. Ability to work independently using own initiative. Ability to self-evaluate learning needs and actively seek learning opportunities Ability to relate well to children and adults including other professionals/carers/parents Ability to demonstrate and promote good practice in line with the ethos of the school both indoors and out doors. Ability to reflect on learning and care needs and use this knowledge to impact on children's outcomes e.g. in planning, procurement of resources, Education Plans, communication with parents Ability to manage multiple tasks, whilst ensuring children, colleagues, parents and carers are respected and listened to. Firm commitment to protecting and safeguarding children at all times.	Ability to interact with children and support their involvement in physical activities and outdoor play Consistent approach with children and parents Experience of having kept written records of children's achievements including observations	Application form References Interview
Communication	Have sufficient understanding and use of English to ensure the well-being of children in their care	Ability to promote and market the service to the wider community	References Interview

	Effectively communicate with adults and children Written, verbal and non verbal communication	Knowledge and/or experience of other forms of communicating with children, e.g. Makaton	
Personal Qualities	Proactive and positive team player, able to work constructively as part of a team to understand nursery/foundation stage unit roles and responsibilities and own position within these. Enthusiasm for learning and working with children Reflective approach and commitment to personal development Able to provide consistently high levels of quality care and education opportunities to all children, in pressured and sometimes noisy and challenging environments Caring, friendly, approachable, open, inclusive, welcoming, and personable Able to maintain confidentiality at all times		Application form References Interview
Strategic Thinking		Contribute ideas at school meetings for developing the early year's provision, this may include policy writing and the school development plan.	References Interview
Technology / IT Skills	Ability to effectively use ICT to support learning or to undertake training to do so Ability to use other technology to support learning e.g. video, photocopier, etc.		Application form References Interview
Education and Training	Relevant early years qualification Training in the relevant strategies e.g. parenting and/or in particular learning areas, e.g. quality improvement, observation and record keeping Communication, Language and Literacy, ICT, maths, safeguarding awareness or the ability to work towards etc. Willingness to participate in other development and training opportunities	Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation Working knowledge of Early Years Foundation Stage national curriculum and other relevant learning programmes/strategies Experience/expertise with nursery/pre – admin processes would be desirable. Requirement to participate in training/development as and when identified by line manager as essential for performance of the post. Understanding of principles of child development and learning processes and in particular barriers to learning Paediatric First Aid or Emergency Paediatric First Aid Manual Handling	Application form References Interview
Professional Registration			Certificate/ Registration

Equal Opportunities	Devon County Council and its staff seek to eliminate discrimination, advance equality and foster good relations.	Demonstrate knowledge at Interview
Physical	Able to carry out the duties of the post with reasonable adjustments where necessary.	OH1
Other relevant factors	Commit and conform to DCC Customer Service Standards.	