

Post 15

Early Years practitioner

Reports to the Head of Early Years Foundation Stage

The role will require close cooperation with:

- All members of the Senior Leadership Team
- Subject coordinators and other members of staff
- Parents, governors and the local community
- Members of the inspectorate, advisory and support services

General:

West Hill Park School is committed to safeguarding and promoting the welfare of all our children. All staff are trained in child protection and work within the staff code of conduct and whistle blowing policies. All candidates for posts will be asked to provide suitable references, undergo an enhanced DBS check and will be asked, at interview, questions about safeguarding children. The school may contact any of your previous employers.

All posts at West Hill Park require staff to conduct themselves in a highly professional manner when dealing with children, parents and colleagues. Staff are expected to appreciate and promote the ethos and image of the school and should ensure that in all their actions and words they market the school in a positive manner. Disciplinary action may be taken against staff who bring the school's name into disrepute.

Staff at West Hill Park are expected to be aware of their own Health and Safety and to that of those around them and should take all reasonable steps to ensure that no one is placed in danger.

Specific Duties and Responsibilities:

Responsibility to be taken for the teaching and care of all children within the building as required in liaison with the Head of the Early Years or Headmaster. **This will include but not be limited to:**

- Implementing a curriculum and timetable that adequately reflects the Foundation Stage and The Early Learning goals.
- Ensuring compliance with the National Standards.
- Assisting in the accreditation schemes.
- Partaking in all fire drills.
- Assisting in planning and assisting with outings.
- Assisting in planning and management of sports day, Christmas plays, entertainments, visitors in relation to projects and activities.
- Assisting in completion of risk assessments for the Early Years building and outings.

Children

- Ensuring the care of all children in relation to staff, parents, planning and children themselves.
- Teaching Key Group or mixed groups of children as required.
- Monitoring children's progress via Tapestry and development plans.
- Planning and organisation of weekly projects with other Early Years staff.
- Writing reports
- Assisting in management of children with special needs.

Staff

- Attending weekly staff meetings.
- Attending annual staff appraisals and working towards follow up targets based on appraisals.
- Attending training where necessary.
- Input into and carry out work towards the departmental development plan.

Parents

- Liaising with parents with regard to care of their children.
- Ensuring that parents are given the opportunity to talk to staff about their child or at times about other staff.
- Writing up parent interview forms.
- Attending all parent evenings, open mornings, observations.

West Hill Park (general)

- Attending staff meetings and appropriate training prior to start of each term in order to ensure continuity within the School and to facilitate interaction with the Prep School.

Care and Teaching Duties

All care and teaching should be carried out within the framework of:

- Current legislation.
- School and policy guidelines.
- Relevant outside agencies' policies and guidelines relating to the curriculum and equal opportunities.
- The specific needs of individual pupils.

Planning: Plan and prepare courses, schemes of work and individual sessions, appropriate to the needs, interests, experience, and existing knowledge of pupils.

Marking and recording: To mark and assess pupils' work and to record their progress, attainment and development according to School policies both at School and elsewhere.

Discipline and relationships: To maintain good order, discipline and respect for others; to promote understanding of the School's rules and values; to safeguard health and safety and to develop relationships with and between pupils conducive to optimum learning.

Communication with parents and home links: To build and maintain co-operative relationships with parents and to communicate with them on pupils' learning and progress, drawing attention to special skills and talents as well as problems and difficulties.

Displays and environment: To maintain an attractive and stimulating classroom environment and contribute to displays in public areas if required. All classrooms should be kept tidy and in a condition conducive to both good health and safety practice and marketing.

Overall policy and review: To take part in the whole School reviews of policy and aims and in the revision or formulation of guidelines.

Reports: To provide oral and written assessments, reports and references, both at School and elsewhere relating to the development and learning of individual pupils and groups of pupils.

Reviews: To evaluate and review own teaching methods, materials and schemes of work and to make changes as appropriate and as required by changes necessitated by outside agencies.

Corporate Life: To take part in the corporate life of the School.

Cover: To supervise and so far as practicable to teach and care for any pupils whose teacher is absent.

Professional Development: Keep up-to-date with current educational thinking and practice by personal reading, attendance at courses, workshops and meetings, taking part in appraisals and reviews of own work arranged by the Head Teacher or Governors.

Requests: To carry out from time to time any such reasonable requests that shall be made by the Head or Senior Leadership Team.

Signed (Headmaster).....

Date.....

Signed (Employee).....

Date.....