ST PETER'S CE PRIMARY & NURSERY SCHOOL WEM

Part-time Level 3 Early Years Practitioner

Start date: Autumn Term (as soon as possible) Fixed Term 1 year

Hours of work: 9.00-1.00 Mon- Fri

The successful candidate will ideally hold a full and relevant Early Years Childcare qualification (Level 3 childcare as a minimum) you will also preferably have a minimum of 6 months nursery setting experience, demonstrating a sound working knowledge of both the Early Years Foundation Stage framework and key worker practices, including monitoring, safeguarding and record-keeping procedures.

Your role will include:

- Working as part of a team, promoting an enabling environment in which children can play, learn and develop
- Planning activities to ensure each child is working towards their early learning outcomes
- Completing observations and assessments
- Updating digital journals and maintaining reports on key children's records
- Managing and supervising lunchtime sessions

Closing date for applications: 1st October 2021

Interviews: 7th October 2021

Application forms can be accessed by contacting our administration team admin@st-peters.shropshire.sch.uk

St Peter's CE Primary & Nursery School,

Shrubbery Gardens

Wem

Shropshire SY4 5BX

Tel: 01939 232292

JOB DESCRIPTION

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NAME	
JOB TITLE	**Early Years Practitioner**
RESPONSIBLE TO	**Head teacher**
HOURS OF WORK	**20 hours (fixed term)**
SCALE	**Level 3 (£10.41-£11.27 per hour)**

Main duties:

Working with the EYFS staff team to deliver high quality childcare and education throughout the nursery and:

● assume responsibilities for the daily operation of the nursery, including lunchtime sessions as directed by class teachers

● to be a member of a multi-disciplinary team, communicating and working together to create an environment in which children's development is fostered and in which good relationships grow

● take responsibility for promoting and safeguarding the welfare of children

● assist in providing a high quality of teaching and offer appropriate stimulation and support to all children including those with special educational needs and those for whom English is an additional language

● plan, create and implement nursery activities and events suitable for all children

● be responsible for implementing systems of observation and record keeping so that children's progress is effectively and regularly assessed; to monitor the effectiveness of assessment procedures.

● ensure records are properly maintained, e.g. daily attendance register, accident and incident records

● supervise other staff on a daily basis; to be responsible for monitoring the quality of teaching; to participate in staff review meetings and to identify in-service training needs

● develop partnerships with families and liaise closely with parents/carers, informing them about the nursery and its curriculum, exchanging information about children's progress and encouraging parents' involvement in their children's learning

● ensure the nursery is a safe environment for children, that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times

● ensure that all legal and statutory requirements are implemented; to provide reports as required.

● adhere to the schools' policies and procedures

● promote positive behaviour

● assist in the preparation and cleaning up of activities

● advise the Nursery Teacher of any concerns, accidents/incidents

● attend in-service training and meetings as required

● carry out any other tasks which may reasonably be required as part of this post

PERSON SPECIFICATION

Essential Criteria:

Experience:

● Experience of working in an Early Years setting

● Sound understanding of child development and of children's learning needs

● Sound knowledge of the EYFS and Characteristics of Effective Learning

● Ability to plan and implement a stimulating Early Years curriculum, outdoors and indoors

Skills and Aptitudes:

● Ability to take the initiative

● Ability to work constructively within a small team

● Good communication skills

● Good IT skills to support learning

● Ability to engage parents and support their involvement in children's learning

● Commitment to Equal Opportunities and understanding of religious and cultural diversity

● Ability to monitor children's progress and write regular reports

Personal Qualities:

● A deep professional interest and joyful enthusiasm for working with children

● A love of nature and working with children outdoors in all weathers

● Plenty of enthusiasm and energy

● Good physical and mental health

● honesty, reliability and a sense of humour

Desirable Criteria:

● Current Paediatric First Aid Certificate