



SHEBBEAR COLLEGE

Job Description: Early Years Practitioner

Reporting to: The Pre-School Manager

Hours: Monday to Friday 08:15am to 17:15pm, Term Time only

Early Years Practitioner should:

- Contribute to the College's commitment to improving standards of teaching and learning and developing the School's curriculum.
- Support the promotion and marketing of Shebbear College.
- Work as part of a team, to establish and deliver the aims and objectives of the Prep School and of the College as a whole.

Job Purpose

- To provide service delivery within the requirements of the Early Years Foundation Stage Framework, and Every Child Matters.
- To work in partnership and complementary to the Pre-School Manager.

Major Tasks, Duties and Responsibilities

1 Support for Children

- . 1.1 Share responsibility for safety, health and welfare of children at all times
- . 1.2 Ensure all children have access to the full curriculum
- . 1.3 Relate well to children
- . 1.4 Guide the development of children's social behaviour and attitudes
- . 1.5 Frequently supervise children on activities without a teacher present, including outdoor activities
- . 1.6 Observing and assessing children's development and progress

- . 1.7 Keeping accurate records of observation, assessment and development of children
- . 1.8 Acting as a key worker for a group of children

2 Support for the Head of Pre-School

- . 2.1 Organising materials and equipment for use within the Pre-School
- . 2.2 Sharing responsibility for care and maintenance of resources and equipment
- . 2.3 Assisting in preparation and clearing up of activities and encouraging children to help
- . 2.4 Sharing responsibility for displays
- . 2.5 Contributing to curriculum development, ensuring a stimulating environment
- . 2.6 Taking responsibility for specific activities already planned for
- . 2.7 Taking on other tasks, such as break and playground supervision
- . 2.8 In discussion with the Head of Pre-School, attend staff and planning meetings

3 Support for the Parents

- . 3.1 Encourage parents and carers to be involved in their children's learning
- . 3.2 Establish good relationships with parents and carers

Supporting the Early Years Setting – School

- . 4.1 Support the aims and policies of the Pre-School, Prep School and the College
- . 4.2 Promote the ethos of Shebbear College at all times
- . 4.4 Be aware of the contents of the Prep's **School Improvement Plan**.
- . 4.5 Adhere to the Shebbear College Staff Code of Conduct.
- . 4.6 To carry out other duties as may reasonably be required with the remit of the post.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the role.

Shebbear College is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.