



# Fleet Primary School

Fleet Road Hampstead London NW3 2QT

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Headteacher: Don McGibbon



## JOB DESCRIPTION

### Early Years Practitioner

**1 Year Fixed Term Contract starting September 2023 with a strong possibility of extension.**

**Line Manager:** Class Teacher

**Responsible to:** Head Teacher or Head of Early Years

**Hours:** 35 hours per week, 8.30 – 4, TTO (Term Time Only – 39 weeks)

## MAIN DUTIES AND RESPONSIBILITIES

### Support for Pupils

- Promote the inclusion and acceptance of all pupils
- Promote self-esteem and independence
- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Develop pupil's use and understanding of language structures and vocabulary to support them to become confident and effective communicators and learners across the curriculum
- Develop learning through play in continuous provision indoors and outside in the garden
- Establish constructive relationships with pupils and interact with them according to individual needs, acting as a role model and setting high expectations
- Encourage pupils to interact with others and engage in activities led by the teacher, where possible including other children in learning and social experiences.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher
- Attend to the pupils' personal needs. This will include helping children to acquire and develop self-help skills including toileting and personal hygiene needs
- Understand Individual Education Plans & Behaviour Support Plans and assist to implement these under the guidance of the teacher
- Contribute to formal and informal reviews for pupils following assessment procedures of the school

### Support for the Teacher

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, under the direction of the teacher, to support pupils to achieve learning goals. As relationships build with the children, use increasing knowledge of strengths and challenges to create meaningful learning opportunities that you share with the teacher

- Deliver learning activities and teaching programmes adjusting activities according to pupil responses
- Provide regular feedback to teachers on pupils' achievement, progress, problems and reflect on barriers to learning
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Supporting individual needs and following targets set by professionals. This may involve running interventions
- Provide admin support e.g. photocopying
- Undertake pupil record keeping as requested
- Accompany teaching staff and pupils on visits, trips and out of school activities as required
- Be willing and able to work with large groups of children so that the teacher can focus on individuals and small groups of children at times

### **Support with Parent Engagement**

- Develop positive relationships with all parents of the pupils in the class to encourage resilience in the family e.g. attendance and punctuality concerns
- Engage with parents of pupils with SEN / medical needs to ensure the well-being of the pupil

### **Support for the School**

- Contribute to the ethos and aims of the school
- Be aware of and comply with all policies and procedures; adhere to all safeguarding duties as specified by the school's policy
- All Camden staff are required to participate in annual appraisal and regular support and supervision, attend group and staff meetings, and will receive appropriate training and staff development opportunities

### **Lunchtime Requirements**

- Serving food and supervising children at lunchtime, talking to them and helping to provide a positive experience around food
- Clearing away food and tidying for afternoon provision
- Sharing responsibility for the health and safety of children
- Sharing responsibility to ensure that children behave well

### **Knowledge, Skills and Behaviour Requirements**

- Have an awareness of the ethnic, religious and cultural diversities in our community
- Have the ability to use information technology systems and equipment
- Have an understanding of the importance of confidentiality and to be able to listen and respond appropriately with tact and diplomacy in sensitive situations
- Have an understanding of child protection procedures and an ability to use this knowledge in practice
- Have the ability to communicate effectively with a wide range of people both orally and in writing

- Experience of working as part of a team in an early education and care setting.
- Sound knowledge of child development
- Understand the physical demand this job will require such as moving equipment and being active with the children

**Fleet is committed to the safeguarding of all children, through its policies, practice and monitoring procedures. Any applicant wishing to work around children can expect to have an enhanced Disclosure and Barring Service (DBS) check and other statutory safeguarding checks. If shortlisted for an interview, your interest and motivation for working in a school setting will be explored.**

*This job description may be amended at any time following discussion between the Head of School and member of staff, and may be reviewed annually.*