

JOB DESCRIPTION

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| Job Title: | Early Years Practitioner | School: | King's Hawford |
| Department: | Kindergarten | Reporting to: | Head of Early Years / Head |
| Level/Salary Range: | Competitive | Core Hours of work: | Monday to Friday, Part time 3 days a week. Between the hours of 7:30am & 6pm Term time only Flexibility will be required. |
| Qualification: | NVQ Level 3 (or equivalent). Pediatric 1 st Aid | Position Type: | Temporary for 2 terms |
| Paid holiday entitlement: | 20 days paid holiday entitlement plus bank holidays | Closing date: | Friday 11 th December |
| Interview date: | Wednesday 16 th December | Start date: | As soon as possible |
| How to apply: | Completed application forms via School website: www.ksw.org.uk careers section. Please complete the application form for Support Staff for King's Hawford and email to lcrowe@ksw.org.uk or post to Laura Crowe, King's Hawford, Lock Lane, Worcester, WR3 7SD with a covering letter detailing how you would intend to meet the challenges of the role and the particular qualities and strengths which you would hope to bring to the post. | | |
| Applications FAO: | Laura Crowe, Head's PA | | |

Roles and Responsibilities

Learning

- Preparation of classroom or kindergarten before sessions – setting up of continuous provision.
- Assist with planning of teaching activities based on individual children 'In the Moment' planning.
- Take responsibility as a key person for a group of children.
- Assist children with day-to-day activities.
- Assist in the implementation of Early Years Foundation Stage for children and help to monitor their progress: observations / wow moments.
- Provide support for individual children inside and outside the classroom to enable them to fully participate in activities.
- Work with other professionals, such as speech therapists and occupational therapists, as necessary.
- Assist the Head of Kindergarten with maintaining children's records, individual Learning Journeys.



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- Support children with emotional or behavioural problems and help develop their social skills reporting any issues when required.

Administrative Duties

- Prepare and present displays of pupils' work.
- Keep the classroom in a tidy and safe order.
- Supervise outdoor play activities where required.
- Complete daily diary for parents at end of session / parental interaction when picked up at end of session.
- Assist with photocopying and routine classroom administrative tasks.
- Attend team and staff meetings.
- Attend inset days.

Pastoral Care

- Supervise cloakroom and toilet visits.
- Assist at mid-morning break.
- Assist with changing and dressing for Forest School and other activities.
- Assist with lunch.
- Participate in play area supervision and lunch duty.
- Assist in the general movement of children around the school.
- Be proactive in matters relating to health and safety and child protection.
- Cleaning and tidying away at end of sessions.

Supporting duties

- Assist with after school clubs or late club twice a week (pro rata if part time).
- Early morning duty if required on a rota basis.
- Attend and support school open mornings & speech days if required.
- Assist with parent evenings if required.
- Support at school events when required.
- Provide support outside of normal classes, such as covering absences or going on school trips.
- Undertake professional duties that may be reasonably assigned by the Head teacher.

Knowledge and Skills

- Support the aims and ethos of the school and the King's Foundation.
- Be an active and willing member of the school and kindergarten team.
- Ability to take responsibility for the delivery of specific tasks to assist children with learning difficulties.

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- Excellent numeracy, literacy and communication skills.
- Ability to effectively use ICT to support learning.
- Set a good example in terms of dress, punctuality and attendance.
- A positive approach to working with children and the ability to motivate, inspire and build rapport.
- A strong regard for pupil safety and wellbeing.
- Respect for diversity.
- Excellent team working and interpersonal skills.
- Ability to deal with sensitive information in a confidential manner.
- Creative ability.
- Ability to work calmly and with patience.
- A flexible approach to work and a “can do” attitude.
- Empathy with young people facing barriers to their learning.
- An ability to form and maintain appropriate professional relationships and boundaries with pupils, teachers, parents and other colleagues.
- Excellent organisational and time management skills.
- A professional attitude to work.
- A willingness to keep up to date with educational policy and training relating to the role.
- A good knowledge and understanding of the EYFS.

This school is committed to safeguarding and promoting the welfare of children. The successful applicant will be subject to an enhanced DBS check and will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the school.

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| Reviewed By: | | Date: | |
| Approved By: | | Date: | |
| Last Updated By: | Kerina Turner | Date: | June 2020 |