Job Description: Level 3 Early Years Practitioner

Responsible to: Early Years Coordinator

Hours of Work: 8am – 4pm – Monday to Friday – term time only with possible opportunity for extra hours

Salary: Dependant on experience

Main Responsibility:
To support the work of the Early Years Teachers, to work with small groups and individuals to ensure that the highest academic standards are achieved for each child. To support the day to day running and overall ethos of the school.

Reporting Line:
Responsible initially to the Early Years Teacher and Key Stage Coordinator but overall to the Headmaster.

Qualities & Experience:
Early Years Practitioners at Merton Court Prep must be enthusiastic team players, prepared to fully commit to the ethos of the school, as laid out in our Mission Statement and Aims. All staff are required to be committed to the wellbeing and safeguarding of our children, promoting British values, the welfare of children and young people and the prevention of extremism and radicalisation. Academic standards are high and our children achieve success within a broad and varied curriculum. The successful candidate will have excellent literacy and numeracy skills and will demonstrate a firm and passionate commitment to the well-being and progress of children in their care.

<u>Have knowledge and understanding of:</u>

- How to communicate effectively with both children and adults.
- Children's needs and be able to adapt their teaching style to suit individual children and small groups.

The successful applicant will have a Level 3 qualification

KEY TASKS AND RESPONSIBILITIES

1. **Curriculum Support:**
   Support children's learning as directed, fostering independence and self-esteem.
   Contribute to curriculum planning and evaluation, assist in the introduction to lessons and interact with the teachers and children.

2. **Learning and Child Support:**
   Provide children with the level and type of support specified by the Teacher.

   Support individuals or groups of children during independent and/or group work, depending on their age and stage of development.

   Be able to lead and plan for a literacy group.

   Assist in the personal, social and emotional development of children.

   Encourage and reinforce positive interactions between children.

   Provide comfort and care for minor accidents and report serious problems or danger to a teacher.

   Identify and report uncharacteristic behaviour patterns.

3. **Teacher Support:**
   Assist in the day to day management of the learning environment to ensure high standards of care, cleanliness and hygiene are maintained.

   Participate in record-keeping and child assessments.

   Provide feedback to the teacher about learning activities and the children's responses.

   Assist in the positive management of child behaviour and act as a role model.

   Undertake appropriate administrative tasks.

4. **School Support:**
   Select and make good use of learning resources, textbooks, IT and other equipment which enables teaching objectives to be met.

   Be aware of Keeping Children Safe in Education (KCSIE) 2026 statuary requirements, health and safety and fire regulations

5. **Relations with parents and wider community:**
   Liaise effectively with parents where appropriate, sharing and providing relevant information.

   Maintain confidentiality according to the school's legal requirements at all times.

6. **Managing own performance and development:**
   Understand the need to take responsibility for professional development and to keep up to date with research and developments in teaching and learning.

   Understand professional responsibilities in relation to school policies and practices.

   Set a good example to the children through presentation and personal conduct.

   Participate in the school's professional review programme.

   Be aware of the principles of equal opportunities and health and safety requirements.

7. **Wider Professional Effectiveness**
   Understand the roles and responsibilities of others within the school.

   Make an active contribution to the life and aspirations of the school.

   Work in line with all school policies and procedures and statutory requirements

8. **Other Responsibilities:**
   Possible weekly rotated duties outside of the normal working hours for Breakfast Club and ASC Clubs. All staff should be willing to assist other staff in the preparation and supervision of activities, to include playtime and lunchtime supervision of children.

   Early Years Practitioners are required to attend: Inset Days, school events – such as the Carol Concert, Prizegiving and relevant staff meetings and briefings. Early Years Practitioners must also be prepared to attend other such meetings, functions and training as is from time to time deemed necessary. No description of responsibilities can be fully comprehensive and the role is subject to review and modification as necessary. The Early Years Practitioner is also required to carry out other reasonable duties as are from, time to time, necessary.