



**Early Years Practitioner  
Job Description (March 2019)**

<b>Responsible to</b>	Head of Section
<b>Job Overview</b>	To carry out the functions of an Early Years Practitioner at Dulwich Prep London in accordance with the aims and objectives of the Early Years Section.
<b>Duties and Responsibilities</b>	<p><b>Teaching &amp; Learning</b></p> <ul style="list-style-type: none"><li>• To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children’s learning, both inside and outside.</li><li>• To assist the teachers to identify clear teaching objectives and learning outcomes, with appropriate challenge, high expectations and taking into account the children’s interests and the School’s schemes of work.</li><li>• To assist the teachers in delivering high quality differentiated lessons across the Early Years curriculum, managing groups or individual pupils and ensuring all learners have equal opportunities.</li><li>• To enable pupils to develop positive attitudes to learning, promoting independence, creativity and imagination and celebrating their achievements in child friendly ways.</li><li>• In collaboration with the teachers observe, assess and track children’s attainment and contribute to reporting procedures.</li><li>• To promote the inclusion and acceptance of all pupils within the classroom, implementing targets for individual children.</li><li>• To promote high standards of behaviour among the pupils, safeguarding their health and safety.</li><li>• To actively promote strong links with parents and carers.</li><li>• To attend parents evenings and if asked by the class teacher to be present at other meetings with parents.</li><li>• If working principally with one class to be the deputy <i>key person</i> for each child building trusting relationships with the children, parents and carers.</li><li>• Occasional supervision of the class, focusing on maintaining good order, under the guidance of teaching staff and within an agreed system of supervision.</li></ul> <p><b>Training and Development</b></p> <ul style="list-style-type: none"><li>• To participate in staff meetings and CPD training sessions.</li><li>• To regularly reflect on one’s own practice.</li><li>• In collaboration with the Head of Department participate in the performance review process setting personal targets and taking responsibility for own professional development.</li><li>• To attend relevant courses in order to update knowledge as required.</li></ul> <p><b>General Requirements</b></p> <ul style="list-style-type: none"><li>• Actively contribute to the School’s responsibility for safeguarding children and promoting their welfare.</li><li>• Support the School’s vision in helping our children follow our Golden Rules.</li><li>• Maintain high professional standards of attendance, punctuality, appearance and conduct.</li></ul>

This job description is not intended to be an exhaustive list of duties. You may also be required to undertake such other comparable duties as required from time to time.



<b>Duties and Responsibilities</b>	<b>General Requirements (conc)</b> <ul style="list-style-type: none"><li>• Promote positive partnerships with children, parents and colleagues.</li><li>• Share regular supervisory duties, such as Breakfast and After School Care, as required.</li><li>• Meet the physical and medical needs of pupils whilst encouraging independence wherever possible.</li><li>• Contribute to entrance assessment days as required.</li><li>• Supervise children on visits, trips and out of School activities as required.</li><li>• Promote the good name and reputation of the School.</li><li>• Adhere to School policies and procedures.</li></ul>
<b>Keys Skills &amp; Knowledge</b>	<ul style="list-style-type: none"><li>• Knowledge of Department of Education Early Years Foundation Stage curriculum and statutory requirements.</li><li>• Knowledge and understanding of safeguarding procedures.</li><li>• To be IT literate.</li><li>• Holder of a Level 3 qualification, which is deemed to be 'full and relevant' by the Children's Workforce Development Council, and therefore counts towards EYFS staff : child ratios.</li><li>• To hold a paediatric first aid qualification or be prepared to attend training to achieve.</li></ul>
<b>Personal Competencies &amp; Qualities</b>	<ul style="list-style-type: none"><li>• Proven ability to care for and inspire pupils and good classroom management skills.</li><li>• Enthusiastic individual possessing drive, commitment and perseverance.</li><li>• Ability to understand and focus on what needs to be delivered. Planning and prioritising a variable workload with an organised but flexible approach.</li><li>• Team focused, sharing skills and knowledge to promote good practice.</li><li>• Commitment to the highest standards of educational and pastoral care for all pupils.</li></ul>
<b>Terms &amp; Conditions</b>	<b>Hours of Work</b> <ul style="list-style-type: none"><li>• Core school hours, when EYP staff are expected to be in work, are 8am to 4.30pm each day, plus a proportional share of pastoral and organisational duties.</li><li>• All INSET days and major school and departmental events, such as Open Day, Settling In Days, Sports Day and Parents' Evenings.</li><li>• Depending on the requirements of the School at any time, these hours are subject to the terms and conditions of a Contract of Employment, and to amendment by the Headmaster from time to time.</li><li>• The EYFS Practitioner may be called upon to perform other duties that the Head of Section or Headmaster considers reasonable, that are commensurate with the grading and designation of the post.</li></ul> <b>Safeguarding Children</b> <ul style="list-style-type: none"><li>• Dulwich Prep London is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening and training appropriate to the post, including checks with past employers and the Disclosure and Barring Service.</li></ul>

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