

Early Years Practitioner

JOB DESCRIPTION

Purpose

To work as a key person and as part of the Early Years team under the direction of the Head of School and Early Years Lead. To provide safe, high-quality education and care for young children which meets the individual needs of all children attending the setting.

Responsible to

Head of School

Safeguarding Requirement

The Moorland Federation and its Early Years settings are committed to safeguarding and promoting the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policies and procedures to continuously promote a culture of safeguarding across the whole organisation.

MAIN RESPONSIBILITIES

Childcare & Learning

- Deliver a high standard of learning, development and care for children aged 2–4 years
- Provide a safe, caring and stimulating educational environment both indoors and outdoors
- Deliver an engaging play-based Early Years Foundation Stage (EYFS) curriculum which enables children to make individual progress, including planning “in the moment” where appropriate
- Plan activities which support children in working towards early learning outcomes
- Support children's personal, social and emotional development, communication and language, and physical development
- Promote positive behaviour and support children to develop confidence, independence and self-esteem

Key Person Responsibilities

- Act as a key person for a group of children
- Build secure and positive relationships with children and families
- Observe, assess and record children's learning and development accurately

- Share children's progress with parents/carers and contribute to next steps in learning
- Support smooth transitions into and within the setting

Partnerships with Families & Professionals

- Develop strong partnerships with parents/carers to increase involvement in their child's development
- Liaise effectively with families, colleagues and external professionals for the benefit of children and families
- Promote inclusive practice and equality of opportunity for all children

Safeguarding, Health & Safety & Compliance

- Follow safeguarding and child protection procedures at all times
- Ensure the preschool environment remains safe, secure and welcoming for children, staff and visitors
- Maintain accurate records including attendance, accident and incident records and risk assessments
- Support compliance with EYFS, Ofsted and health & safety requirements
- Report any safeguarding, health & safety or wellbeing concerns promptly to senior leaders

Team Contribution & Setting Development

- Work effectively as part of the Early Years and wider school team
- Be active in the ongoing development and improvement of the setting
- Contribute to curriculum development and reflective practice alongside senior leaders
- Undertake designated responsibilities as directed
- Attend meetings, training and professional development opportunities as required
- Undertake any other reasonable duties in accordance with the aims and objectives of the school and setting

Professional Conduct

- Follow the Staff Code of Conduct and maintain high levels of professionalism and confidentiality
- Demonstrate a positive, flexible and child-centred approach to work
- Uphold the values and ethos of the Moorland Federation

PERSON SPECIFICATION

Category	Essential – The Applicant will have...	Desirable – The Applicant may have...	How Identified
Knowledge	<ul style="list-style-type: none"> • Full and relevant Level 3 Early Years qualification or equivalent • Sound knowledge of child development from birth to five years • Knowledge and understanding of the EYFS framework • Awareness of safeguarding and child protection procedures • Understanding of play-based learning approaches 	<ul style="list-style-type: none"> • Paediatric First Aid qualification • Additional SEND or speech and language training • Knowledge of child development theories and inclusive practice 	Application Form Interview
Experience	<ul style="list-style-type: none"> • Experience working with children aged 2–4 years • Experience supporting children's learning and development within an Early Years setting • Experience building positive relationships with children and families 	<ul style="list-style-type: none"> • Experience working within a school-based nursery or preschool • Experience supporting children with additional needs • Experience using online learning journals or assessment systems 	Application Form References
Skills	<ul style="list-style-type: none"> • Good verbal and written communication skills • Ability to work effectively as part of a team • Ability to build positive relationships with children, families and colleagues • Ability to observe and support children's learning and development • Ability to follow safeguarding and health & safety procedures 	<ul style="list-style-type: none"> • Ability to contribute to curriculum planning and continuous improvement • Confidence supporting children with varying developmental needs • Ability to use initiative and work independently when required 	Interview References
Personal Attributes	<ul style="list-style-type: none"> • Calm, caring and nurturing nature 	<ul style="list-style-type: none"> • Demonstrates leadership or mentoring qualities within a team 	Interview References

	<ul style="list-style-type: none">• Friendly, flexible and professional approach• Commitment to equality and inclusion• Reliable, motivated and enthusiastic• Ability to maintain confidentiality and professionalism• Willingness to learn and undertake further training	<ul style="list-style-type: none">• Commitment to ongoing professional development within Early Years education	
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