



**The  
Mulberry House  
School**

**JOB DESCRIPTION**

<b>Job title:</b>	Early Years Practitioner
<b>Responsible to:</b>	Headteacher
<b>Reports to:</b>	Team Leader, Senior Teacher of 2 <sup>nd</sup> school, Headteacher

**Main purpose of job:** To work in conjunction with other Early Years Practitioners at the school to care for and educate the pupils attending the school. To be a positive member of the team, inspiring learning and promoting the ethos of The Mulberry House School under the leadership of the Headteacher.

**Duties and responsibilities:**

1. To carry out the job responsibilities with regard to the school's own policies and to have read all of these policies.
2. To be seen as a professional and responsible figure by parents and pupils, providing caring support at all times.
3. To share responsibility for the health and safety of pupils and colleagues at all times.
4. To take responsibility for planning activities and the assessment of children, to aid with the overall development of the pupils.
5. To contribute in developing individual programmes for pupils with special needs.
6. To ensure that the school's policy on non racial discrimination be adhered to in all aspects, and that pupils be given every opportunity to maintain their particular identities through the provision of suitable ethnic learning play facilities and through respect for dietary and religious considerations.
7. Telling or reading stories to a class or group of pupils.
8. To lead activities and scaffold learning in teacher and child initiated learning both indoors and outdoors.
9. To take groups of children on educational visits, ensuring their safety at all times.
10. To write weekly lesson plans, contribute to medium term plans and attend weekly planning meetings with the Team Leader.

11. Maintaining and setting out equipment in an interesting and stimulating way before the activities of the day and clearing away equipment after use, encouraging the assistance of the children.
12. Sharing responsibilities for displays.
13. Carry out observations and assessment of pupils and record keeping.
14. Help control and maintain resources including books, materials, equipment etc.
15. Making and repairing appropriate materials for play activities.
16. To make use of ICT to both aid the pupils' learning and to improve displays where appropriate.
17. To assist in the maintenance of registers and pupil records and collection of monies as directed.
18. To refer sick pupils to the Medical Carer/Headteacher and, if required to accompany them to hospital in the absence of parents and to remain with the child until a parent arrives.
19. Administration of basic first aid, following regular updating of First Aid Course.
20. To participate in the care of pupils waiting to be collected by parents/carers.
21. Undertaking classroom tidying and organisation daily.
22. Undertaking 'end of term jobs' to a high standard.
23. To attend meetings as required by the Headteacher within working hours.
24. To assist with students on occasional placements at the school.
25. To work in partnership with parents.
26. To take part in training during school hours and to have a positive attitude to continuous professional development.
27. Disseminate booklets and information to staff members after attending professional development days/courses.
28. To be responsible for the safety of pupils who are unaware of dangers to themselves and others.
29. To work in an environment where pupils have higher levels of personal care needs e.g. feeding, toileting, changing soiled clothes.
30. To be flexible in working with other teams to ensure the correct ratios of staff to children.
31. To carry out other duties and responsibilities of a similar nature and at a similar responsibility level to those described above which may be allocated from time to time.



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## Early Years Practitioner Person Specification

	<b>Essential</b>	<b>Desirable</b>
Education and Training	Grade C or above in English and Maths	<ul style="list-style-type: none"> <li>NVQ Level 3</li> </ul>
Relevant experience	Some experience of working with young children.	
Teaching and Learning	<ul style="list-style-type: none"> <li>Ability to be a professional role model to others.</li> <li>Knowledge and experience of a range of successful teaching and learning strategies to meet the needs of all pupils.</li> <li>Understanding of the characteristics of an effective learning environment and the key elements of successful behaviour management.</li> </ul>	<ul style="list-style-type: none"> <li>Secure knowledge of statutory requirements relating to the National Curriculum and assessment.</li> </ul>
Skills and Aptitude	<ul style="list-style-type: none"> <li>Commitment to the safeguarding and promoting the welfare of children and young people.</li> <li>Passionate about children's learning.</li> </ul>	<ul style="list-style-type: none"> <li>Ability to foster links with the local community and with other schools, locally, nationally and internationally.</li> <li>Ability to motivate commitment among all staff groups and to lead staff meetings.</li> </ul>
Professional Ethos and Commitment	<ul style="list-style-type: none"> <li>Commitment to promoting home/school communication and partnership.</li> </ul>	
Personal Qualities	<ul style="list-style-type: none"> <li>Approachable with excellent interpersonal skills.</li> <li>Ability to establish and develop positive relationships with the whole school community.</li> <li>Good time management, with the ability to set and work to</li> </ul>	

	<p>deadlines.</p> <ul style="list-style-type: none"><li>• Flexibility and able to work on own initiative.</li><li>• Ability to remain calm, positive and enthusiastic when working under pressure.</li><li>• Ability to maintain confidentiality.</li><li>• Sense of humour.</li></ul>	
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