

Job Description

Senior Early Years Practitioner

Responsible to	Headteacher, The Governing Body and EYFS Phase Leader
Job Purpose	The successful candidate will take a lead role with the class teacher in the planning, development and organisation of systems, procedures and policies directly related to the curriculum/pupil plans.
Duties	<ul style="list-style-type: none"> • To deliver lessons and activities to individuals, groups or the whole class under an agreed system of supervision. • In cooperation with the Foundation Stage Teacher, take a full part in planning the curriculum, organising activities, including the organisation of learning materials and resources, to comply fully with the EYFS curriculum. • Work as part of the Foundation Team to plan and coordinate provision both indoors and outdoors, assisting with the preparation, construction, collection and care of materials and equipment for use inside and outside the unit and ensuring safe and accessible storage. • To manage observations, records, information, data producing analysis and reports in conjunction with the Class Teacher. • To administer and assess/mark any statutory baseline/Foundation Stage assessments. • To promote the good behaviour of pupils and ensure their health and safety at all times. • To provide support and advice to the Teaching Assistants within the Early Years Team including disseminating good practice. • Promote and sustain a culture of collaborative and cooperative working between colleagues and other multi agency professionals. • To liaise in a supportive and empathic manner with parents and carers, developing and maintaining positive relationships between home and school.
Other Duties	<ul style="list-style-type: none"> • Play a full part in the life of the school community, and support its distinct ethos. • Follow and actively promote the school's policies and procedures. • Comply with health and safety policy and undertake risk assessments as appropriate. • Actively pursue own personal and professional development.

The Post holder's duties must be carried out in compliance with the school's policies and procedures including child protection procedures, the Health and Safety at Work Act (1974), and subsequent health and safety legislation.

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the Post Holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

West Road Primary Academy is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post including checks with the Disclosure and Baring Service. West Road Primary Academy is an equal opportunities employer.