



Steam Mills Early Years Job Description

School Vision

A thinking school committed to achieving high standards of education, communication and collaboration for the benefit of the children and community.

Employment Details

Job Title:	Early Years Practitioner; Breakfast and After School Club worker
Profession:	Early Years Education
Department:	Steam Mills Pre-School (and main school for wrap around care)
Reports to (Job Title):	Mrs Davis , Head Teacher
Hours of work:	30 hours on a permanent contract
Level and Scale Point:	Grade 3 pt 5
Job Purpose: To work collaboratively as part of the EYFS team at Steam Mills Primary School and Pre-School To contribute specifically to the smooth running of our onsite Pre-School To deliver high quality learning and development experiences to children aged 3-4 years To work in our Breakfast Club every morning (7:45am-8:45am) and After School club for 3 or 4 days a week (3:00pm-5:30pm). Grade 2 pt 2.	
Role of Department: Provide integrated services for education, health care and special care to children within the EYFS. The Pre-School is open during term time only, usually from 9am – 3pm (currently 8:50am-2:50 due to Covid bubbles and staggered starts)	

Main Duties / Responsibilities

- To always safeguard the well-being of the children in the setting
- To have a sound knowledge of the Early Years Foundation Stage Statutory Framework and its overarching principles.
- To read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting.
- In your role as a Key Person, ensure the children's records are current and well maintained.
- To understand how to respond to the needs, thoughts, ideas and interests of the children in the setting so that they may flourish.
- To understand how to adjust practice and provision 'in the moment' to build on children's current interests.
- To support all members of the team fully and professionally

- To ensure positive and warm relationships are developed with all children in the setting/in your care
- To develop your role within the team, sharing your own expertise to enhance practice and provision
- To contribute to raising the profile of the Pre-School/play an active role in the wider school community

Personal Specification

- Ability to work on own initiative and as part of a team
- Experience of providing high quality day care to young children
- Understanding of the EYFS curriculum
- Ability to write reports that will be helpful and informative to parents, carers and professional staff
- Recognised child care qualification equivalent to NVQ Level 2

Disclosure and Barring

This post is classed as having a high degree of contact with children and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of our pre-employment checks.

Name:		Signature:	
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Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.