



London Borough of Enfield

PRINCE OF WALES

PRIMARY SCHOOL

JOB DESCRIPTION FOR EYFS PRACTITIONER

DIRECTLY RESPONSIBLE TO: ASSISTANT HEAD FOR EARLY YEARS

HOURS: 35 hours

GRADE: Scale 3

Purpose of the role: To be part of the Early Years' team to assist in supporting the overall development and care of our Early years' children including nursery and reception. To contribute to the smooth-running and maintenance of a safe and stimulating learning environment. To have a high level of expectation for the attainment and behaviour of every child.

Duties

- To be actively involved in the planning, preparation, and evaluation of the EYFS curriculum and to supervise daily activities to ensure that children develop to their full potential.
- To assist in observing and recording the development of children's individual progress.
- To ensure children's individual needs are met and that activities are inclusive and age appropriate
- To ensure that positive and good behaviour is encouraged.
- To bring any concerns to the designated member of staff as soon as an issue arises.
- To welcome and encourage parents to be involved in their child's development and to develop close links between home and school.
- To help provide a variety of activities which create a stimulating atmosphere where children can explore, experiment and make discoveries during their play within a safe environment. This will involve working inside and outside.
- To help with setting up classroom and outside equipment at the start of day, both indoors and outdoors to support the outdoor curriculum.
- To be aware of and familiar with all policies relating to the curriculum, school, pupils and staff.
- To take part in home visits to support the transition of children into school.
- To assist with welcoming children at the start of the session and departure at the end of the session.
- To accompany and supervise small groups of children on visits outside school or within the school.
- To assist with seasonal events, such as parent evenings, concerts, sales etc.
- To tidy away resources and toys at the end of a session, ensuring they are clean for the next session.
- To assist in the preparation of resources such as photocopying, repairing books, making games etc.
- To participate in professional discussions and meetings with colleagues and others as required.

- To change nappies for those children still in nappies and disposing of items following all health and safety legislation in bins provided.
- To help with displays and mounting children's work.
- To cover for staff when absent, either other TA's or teaching staff. This could include older children.
- To attend staff meetings as required.
- To take a keen interest in your own professional development and to keep up to date with new trends and regulations within the scope of the role.
- To comply with all regulations in relation to health and Safety at work.
- To be committed to safeguarding and promoting the welfare of children.
- To support all children, including those with SEND.
- Maintaining confidentiality and consider data protection at all times.
- To ensure all duties and services provided are in accordance with the school's equal opportunities policy and the schools ethos and values.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.