



PASSMORES COOPERATIVE LEARNING COMMUNITY

Job Description

Position: Early Years Practitioner

Line Manager: Headteacher

Performance Management Reviewer: Headteacher

Job purpose

To work in partnership with class teachers to support learning in line with the EYFS curriculum, codes of practice and school policies and procedures.

Principal Accountabilities

- Working with individuals or small groups of children under the direction of teaching staff.
- Implement planned learning activities/teaching programmes as agreed with the teacher adjusting activities according to pupils' responses as appropriate.

Duties

- Establish positive relationships with pupils supported.
- Support pupils with activities which support literacy and numeracy skills
- To carry out teaching of school programmes such as Little Wandle, where necessary, with support of Little Wandle Leader and curriculum subject leader
- Support the use of ICT in the classroom and develop pupils' competence and independence in its use
- Promote positive pupil behaviour in line with school policies and help keep pupils on task
- Interact with, and support pupils, according to individual needs and skills
- Promote the inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
- Monitor and record pupil activities as appropriate writing records and reports as required
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher

- To support learning by arranging/providing resources for lessons/activities under the direction of the teacher
- To attend to pupils' personal needs including help with social, welfare and health matters, including minor first aid and toileting.
To assist with the preparation, maintenance, and control of stocks of materials and resources.
- Assist with the development and implementation of IEPs
- Liaise with other staff and provide information about pupils as appropriate
- To assist with the display and presentation of pupils' work
- To supervise pupils for limited and specified periods including outside areas.
To assist with escorting pupils on educational visits.

Whole School

- To Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities in accordance with the role for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

Well Being and Mental Health

As a member of staff at PCLC, we take responsibility for looking after our own mental health and wellbeing and that of other adults and children by:

- Supporting and adopting evidence-based practice from credible organisations (eg Mind) which have been proven to improve and sustain positive mental health and wellbeing for children and adults
- Developing a better knowledge and awareness of how children's mental health can impact on their wellbeing and development
- Managing our own health and wellbeing, by adopting good health behaviours (for example in relation to diet, exercise, alcohol consumption and smoking)
- Informing a line manager or mental health first aid team member if concerned about the mental health or wellbeing of ourselves or of others
- Tackling and challenging any stigma regarding mental health and offer support, kindness and understanding to others in need

In addition to the above areas, the postholder is responsible for the following actions:

Liaising with: Line Manager, other relevant support staff, Subject Staff, Pastoral staff, LA staff, parents/carers and outside agencies as and when required.

Health and Safety

1. To assist with the carrying out of risk assessments
2. To ensure that Health and Safety policies and procedures are followed

Pastoral System

1. To liaise as appropriate with Pastoral Staff on Pastoral Related issues

Other specific duties

1. To play an active part in the life of the school community

The job description is current at the date shown, but in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and the job title

**Vic Goddard
CEO**