

## **Job Title: Early Years Practitioner**

**Responsible to:** Nursery Manager, Senior Leadership Team

The following job description is not exhaustive. It is expected that the Early Years Practitioner will work closely with the Nursery Manager to develop the role to reflect the needs and demands of the post.

### **Core Purpose:**

To work as part of the Early Years team to provide high quality learning that meets the needs of the children of Avalon School.

### **Main Duties and Responsibilities:**

To carry out duties as decided by school leadership team or those to whom that duty has been delegated with the key purposes being to:

#### **Support for pupils:**

- Share responsibility for safety, health and welfare of pupils at all times
- Support pupils in accessing the full curriculum
- Guide the development of children's development in all areas of learning
- Support the supervision of pupils, including indoor, outdoor and extra-curricular activities
- Observe, assess and track children's development and progress
- To develop a knowledge of a range of learning support needs and an understanding of the specific needs of the pupils to be supported
- Develop appropriate resources to support pupils
- Have challenging and high expectations of pupils
- Good knowledge of child development.

#### **Support for Nursery Staff:**

- Assist with the staff (and other professionals as appropriate), in the development and planning of suitable activities and learning programmes for pupils, including contributing to curriculum development
- Provide regular and detailed feedback about pupils to Nursery Manager
- Contribute to the maintenance of children's progress records
- Promote positive behaviour management in line with school policy
- Preparation and organisation of resources, displays, administrative tasks and other appropriate tasks to support teaching and learning

#### **Support for the School:**

- Be aware of and comply with procedures relating to child protection, safeguarding, health and safety, confidentiality and data protection, reporting all concerns to the appropriate designated person.
- Contribute to the overall aims and ethos of Avalon School
- To establish constructive relationships and communicate with other professionals as required, to support achievement and progress of pupils
- Attend and participate in relevant meetings as required
- Establish constructive and professional relationships with parents and carers
- Contribute to reviews of pupils' progress as appropriate
- Set good examples of attendance, punctuality and dress

- To attend relevant courses and professional development activities to update knowledge as required
- To undertake other duties from time to time as required by the Headteacher / Nursery Manager.

### **General Duties**

- To monitor the well-being, safety and behaviour of all children during school hours
  - Liaise effectively and professionally with staff, teachers and parents, as required
  - To ensure equipment is well maintained and organised with support from Midday Supervisors, Catering Manager, Site Manager and Deputy Headteacher
  - Be aware of and comply with procedures relating to child protection, safeguarding, health and safety, confidentiality and data protection, reporting all concerns to the appropriate designated person.
  - Contribute to the overall aims and ethos of Avalon School
  - To establish constructive relationships and communicate with other professionals as required
  - Attend and participate in relevant meetings as required
  - Establish and maintain constructive and professional relationships with staff, parents and carers
  - Set good examples of attendance, punctuality and dress
  - To attend relevant courses and professional development activities to update knowledge as required
  - To undertake other duties from time to time as required by the Headteacher
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- November 2025