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| **Position Title** | **Foundation Stage Practitioner** |
| **Location** | **School** |
| **Reporting to** | **Early Years Teacher as applicable** |
| **Position Number(s)** |       |
| **Grade** | C |
| **Directorate/Section/School** |       |
| **Effective date of JD** |  | **JE Job Number** | G.1295 |

**Job Purpose including main duties and responsibilities:**

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| **Job Purpose:**To work under the guidance of the teaching/senior staff, within an agreed system of supervision.  |

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| **Main Duties & Responsibilities:*** implement agreed range of activities with individuals/groups of children, either within or outside of the nursery/foundation stage unit
* assist the teacher in the whole observation, assessment and planning cycle
* management/preparation of resources to support an enabling learning environment, both indoors and outdoors
* supervise all children during the short term absence of teachers (i.e. cover supervision)
* generally assist children in undertaking both adult directed and child initiated activities , interacting with them to support their learning and development
* Ensure school safeguarding policies and procedures are followed appropriately
* Regularly contributing towards written observations of a child’s progress, whilst maintaining confidentiality at all times
* Collating evidence to support a child’s progress towards learning outcomes
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**Person specification:**

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| **Attribute** | **Essential** | **Desirable** | **Method of Assessment** |
| Management of people |  | * Experience of guiding and supervising students and those on work placement
* Contribute towards the maintenance and upkeep of resources in the setting
 | * Application form
* Interview
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| Experience | * Proven experience of working with children of relevant age in a early learning environment, either on placement or in paid employment
* Experience of working with the Early Years Foundation Stage national curriculum and other relevant learning programmes/strategies e.g. contributing towards individual education plans
* Knowledge or experience of working as a key worker with a group of children
 | * Experience of working in Early Years in a school environment
* Experience of working as part of a team
* Experience of working with other agencies and professionals
* Knowledge and understanding of the type of external support that is available to support childrens development and how to access these services.
 | * Application form
* References
* Interview
* Practical task/ assessment
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| Practical Skills | * Ability to plan effective learning and care programmes either under appropriate supervision and guidance or in collaboration.
* Ability to work independently using own initiative. Ability to self-evaluate learning needs and actively seek learning opportunities
* Ability to relate well to children and adults including other professionals/carers/parents
* Ability to demonstrate and promote good practice in line with the ethos of the school both indoors and out doors.
* Ability to reflect on learning and care needs and use this knowledge to impact on childrens outcomes e.g. in planning, procurement of resources, Education Plans, communication with parents
* Ability to manage multiple tasks, whilst ensuring children, colleagues, parents and carers are respected and listened to.
* Firm commitment to protecting and safeguarding children at all times.
 | * Ability to interact with children and support their involvement in physical activities and outdoor play
* Consistent approach with children and parents
* Experience of having kept written records of children’s achievements including observations
 | * Application form
* References
* Interview
* Practical task/ assessment
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| Communication | * Have sufficient understanding and use of English to ensure the well-being of children in their care
* Effectively communicate with adults and children
* Written, verbal and non verbal communication
 | * Ability to promote and market the service to the wider community
* Knowledge and/or experience of other forms of communicating with children, e.g. Makaton
 | * References
* Interview
* Practical task/ assessment
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| Personal Qualities | * Proactive and positive team player, able to work constructively as part of a team to understand nursery/foundation stage unit roles and responsibilities and own position within these.
* Enthusiasm for learning and working with children
* Reflective approach and commitment to personal development
* Able to provide consistently high levels of quality care and education opportunities to all children, in pressured and sometimes noisy and challenging environments
* Caring, friendly, approachable, open, inclusive, welcoming, and personable
* Able to maintain confidentiality at all times
 |  | * Application form
* References
* Interview
* Practical task/ assessment
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| Strategic Thinking |  | * Contribute ideas at school meetings for developing the early year’s provision, this may include policy writing and the school development plan.
 | * References
* Interview
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| Technology / IT Skills | * Ability to effectively use ICT to support learning or to undertake training to do so
* Ability to use other technology to support learning e.g. video, photocopier, etc.
 |  | * Application form
* References
* Interview
* Practical task/ assessment
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| Education and Training | * Full and relevant level 3 qualification
* Training in the relevant strategies e.g. parenting and/or in particular learning areas, e.g. quality improvement, observation and record keeping
* Communication, Language and Literacy, ICT, maths,
* safeguarding awareness or the ability to work towards etc.
* Willingness to participate in other development and training opportunities
 | * Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation
* Working knowledge of Early Years Foundation Stage national curriculum and other relevant learning programmes/strategies
* Requirement to participate in training/development as and when identified by line manager as essential for performance of the post.
* Understanding of principles of child development and learning processes and in particular barriers to learning
* Paediatric First Aid or Emergency Paediatric First Aid
* Manual Handling
 | * Application form
* References
* Interview
* Practical task/ assessment
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| Professional Registration |  | * Certificate/ Registration
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| Equal Opportunities | * Devon County Council and its staff seek to eliminate discrimination, advance equality and foster good relations.
 | * Demonstrate knowledge at Interview
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| Physical | * Able to carry out the duties of the post with reasonable adjustments where necessary.
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| Other relevant factors | * Commit and conform to DCC Customer Service Standards.
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