|  |  |  |  |
| --- | --- | --- | --- |
| **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:**

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

|  |
| --- |
| **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 |

**Person specification:**

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |
| 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 |
| 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 |
| 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 |
| 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 |
| 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 |
| 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 |
| 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 |
| Professional Registration |  | | * Certificate/ Registration |
| Equal Opportunities | * Devon County Council and its staff seek to eliminate discrimination, advance equality and foster good relations. | | * Demonstrate knowledge at Interview |
| Physical | * Able to carry out the duties of the post with reasonable adjustments where necessary. | | * OH1 |
| Other relevant factors | * Commit and conform to DCC Customer Service Standards. | |  |