



GATEWAYS SCHOOL

Job Description

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| Title: | EYFS Practitioner |
| Accountable to: | Head of EYFS / Head of Prep |

Role specific responsibilities

- Assist the Head of Early Years to deliver the Early Years Foundation Stage curriculum.
- Work with groups on planned focussed activities in both the indoor and outdoor learning environments.
- Support individual pupils with specific learning difficulties.
- Carry out daily planning and assessment as requested by the Head of Early Years.
- Attend parents' evenings as appropriate.
- Write progress reviews and reports.
- Observe, record and update children's individual assessment and data
- Supervise children in the dining room and during playtime as requested.
- Set up the teaching areas and prepare activities.
- Create displays and organise a lively learning environment.
- Assist with practical activities and specialist lessons.
- Assist the Head of Early Years in the planning and production of performances to parents.
- Assist in the planning of educational visits.

General responsibilities including personal and professional conduct

- Be responsible for safeguarding and promoting the welfare of children.
- Follow all School policies and procedures.
- Attend meetings and staff briefings.
- Attend all training and development days.
- Demonstrate a commitment to continuous development, identify opportunities for professional development and undertake training opportunities where appropriate.
- Maintain confidentiality inside and outside the School, following all GDPR and Data Protection legislation.
- Manage and prioritise your own workload in line with the requirements of the department and School.
- Establish effective working relationships with professional colleagues.
- Be a role model for students through personal presentation and professional conduct.
- Present a positive personal image, contributing to a welcoming School environment.
- Contribute to the ethos of the School, ensuring the School's values are displayed.
- Carry out any other duties required by the Head.

This job description is not a definitive list of the responsibilities of the role. Responsibilities will be varied to meet the changing demands of the department and the School. Job descriptions are reviewed as part of the appraisal process.

Person Specification

| Qualifications | Essential | Desirable |
|--|---|--|
| <ul style="list-style-type: none"> • Level 3 EYFS Qualification or above. • First Aid qualification. • Food Hygiene Qualification. | <ul style="list-style-type: none"> ✓ | <ul style="list-style-type: none"> ✓ ✓ |
| Experience | | |
| <ul style="list-style-type: none"> • Recent experience of working with children. • Ability to work flexibly and effectively as part of a team. | <ul style="list-style-type: none"> ✓ ✓ | |
| Knowledge | | |
| <ul style="list-style-type: none"> • Knowledge of child development. | <ul style="list-style-type: none"> ✓ | |
| Skills | | |
| <ul style="list-style-type: none"> • Excellent organisation and communication skills. • Warm and responsive to children's needs. | <ul style="list-style-type: none"> ✓ ✓ | |
| Personal Qualities | | |
| <ul style="list-style-type: none"> • To be reliable, flexible and punctual. • Enthusiastic, positive and creative. • Patient, kind, with an approachable manner. | <ul style="list-style-type: none"> ✓ ✓ ✓ | |
| Safeguarding | | |
| <ul style="list-style-type: none"> • Ability to maintain appropriate relationships and personal boundaries with children and young people. • Emotional resilience when working with challenging behaviours and appropriate attitude to the use of authority to maintain discipline. • Understanding of the importance of safeguarding and child protection. | <ul style="list-style-type: none"> ✓ ✓ ✓ | |

Gateways School is committed to safeguarding and promoting the welfare of its students and expect all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS with barred list check, as well as a Prohibition List check (where applicable).