

Athelstan CP School

Level 3 GTA working within the Foundation Stage

Purpose of Post:

1. To provide a high standard of physical, emotional, social and intellectual care for children placed in the setting.
2. To give support to their staff within the setting.
3. To work as part of a team in order to provide an enabling environment in which all individual children can play, develop and learn.
4. To build and maintain strong partnership working with parents to enable children's needs to be met.

Responsible to:

Nursery Manager
Deputy Headteacher

Main Duties:

- To work within our Early Years team, supporting the planning and implementation of activities with individual or groups of children promoting effective teaching and learning.
- To be part of our Early Years team that provides a purposeful and stimulating environment rich in learning opportunities, both indoors and outdoors.
- To effectively deliver the EYFS ensuring that the individual needs and interest of children in the setting are met (in conjunction with other team members)
- To keep records of your key children's development and learning journeys and share with parents, carers and other key adults in the child's life.
- Support all staff and engage in a good staff team.
- To develop and maintain strong partnerships and communication with parents/carers to facilitate day-to-day caring and early learning needs.
- To ensure the provision of a high quality environment both inside and out to meet the needs of individual children having an awareness of any disabilities, family cultures and medical histories.
- To advise Manager or Deputy Headteacher of any concerns, e.g. over children, parents, the safety of the environment, preserving confidentiality as necessary.
- To attend meetings as required and participate in training opportunities and performance development.
- To be flexible within working practices of the setting, undertaking other responsible duties where needed, such as domestic tasks, preparation of snack meals, cleansing of equipment, etc.
- To work alongside the manager and staff team to ensure that the setting's philosophy is fulfilled.
- To read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting.
- To develop your role within the team, especially with regard to being a key person.
- To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job.
- To be aware of the high profile of the setting and to uphold its standards at all times, both in work hours and outside.
- To support nursery assistants, students and volunteers.

- To ensure good standards of safety, hygiene and cleanliness are maintained at all times.
- To be proactive in the continuation of your learning to improve the outcomes for children and their families.
- To be accountable for the delivery of the above responsibilities and tasks.

Personnel Specification – Foundation Stage Practitioner

Attributes	Criteria	How Identified	Rank
Education and Training	1. Minimum of a relevant and recognised Level 3 qualification	A	Essential
	2. Evidence of ongoing personal development training	A & I	Desirable
	3. Desire to continue with professional development	A & I	Desirable
Relevant Experience	4. Recent Paediatric First Aid certificate	A	Desirable
	5. Basic Food Hygiene	A	Desirable
	6. Experience in working with children	A & I	Essential
General and Special Knowledge	7. Experience of working in an early years setting	A & I	Desirable
	8. Experience of implementation of EYFS	A & I	Desirable
	9. Experience of working in partnership with parents	A & I	Desirable
Skills and Abilities	10. Knowledge of legislation relevant to Early Years such as EYFS, SEN, safeguarding, Childcare Act 2006	A & I	Essential
	11. Knowledge of Child Development and children's needs	A & I	Essential
	12. Ability to work with parents/carers/families to encourage partnership working	A & I	Essential
Any Additional Factors	13. Ability to communicate well with adults and children	A & I	Essential
	14. Ability to work as part of a team	A	Essential
	15. Ability to write legibly and grammatically correct	A	Desirable
	16. Good presentation skills	A	Desirable
	17. Possess a level of general computer literacy with a range of IT skills.	A & I	Desirable
	18. Good organisational skills	A & I	Desirable
Any Additional Factors	19. Ability to demonstrate creative abilities	A & I	Desirable
	20. Understanding of Equal Opportunities	A & I	Essential
	21. Awareness of Health & Safety and practical Hygiene issues	A & I	Essential
	22. Ability, flexibility and willingness to take on other responsibilities or duties as deemed necessary	A & I	Essential

Key:

A = Application

I = Interview

