

## Job Description

<b>Job Title</b>	EYFS L3 Practitioner (Preschool Class)
<b>Grade</b>	JG3
<b>Reports to</b>	Headteacher, Class Teacher, EYFS Lead
<b>Liaison with</b>	Teaching staff, support staff, Headteacher, pupils.
<b>Job Purpose</b>	Reports to the class teacher and EYFS Lead for the organisation and curriculum development of the Preschool.
<b>Principal Accountabilities</b>	<ul style="list-style-type: none"> <li>• Working with individuals or small groups of children under the direction of teaching staff</li> <li>• Implement planned learning activities/teaching programmes as agreed with the teacher adjusting activities according to pupils' responses as appropriate.</li> </ul>
<b>Duties</b>	<ul style="list-style-type: none"> <li>• To assist the Class Teacher and Head of EYFS with the children and the administration in the preschool.</li> <li>• Transition and to complete any work previously planned.</li> <li>• To promote the work and image of the School by always maintaining high standards of personal appearance and adopting a friendly, professional approach to parents, members of the public and the wider community</li> <li>• To have a solid understanding of the Early Years Foundation Stage (EYFS) curriculum and assist the class teacher and EYFS Lead with the planning, preparation and delivery of the curriculum and evaluation of activities.</li> <li>• To promote high standards, progression, continuity and quality of learning</li> <li>• To observe children as individuals and in groups and monitor behaviour progress and possible developmental needs, utilising specialist knowledge and experience</li> <li>• To adhere to the school's policies with special reference to the learning support, safeguarding and child protection, equal opportunities policies, and to help promote inclusion in the school</li> <li>• To prepare notes for parent meetings.</li> <li>• To ensure up-to-date records of the children's progress as part of the monitoring and reviewing of educational work programmes within the individual online profiles and to track children's progress through the production of online learning journals.</li> <li>• To record Pupil Progress</li> <li>• To assist with writing reports for the children during the summer term.</li> <li>• To assist with the planning, setting up and clearing away of activities in the Preschool as a whole.</li> </ul>

	<ul style="list-style-type: none"> <li>• To maintain, repair and clean any equipment e.g. books, aprons, dressing-up clothes, toys, games etc. and to tidy up after use</li> <li>• To be concerned with the general welfare of the children, including matters relating to personal hygiene and health.</li> <li>• To participate in school lunches with the children.</li> <li>• To undertake outdoor play supervision within the preschool.</li> <li>• To provide simple first aid, when necessary, and to take all reasonable measures to ensure health and safety in the classrooms</li> <li>• To prepare classrooms and outdoor areas for play activities.</li> <li>• To attend departmental staff meetings and other staff meetings as required.</li> <li>• To undertake setting-up and maintaining effective and efficient communication to parents.</li> <li>• To be responsible for ensuring that the display boards are attractive and up-to-date.</li> <li>• To undertake INSET courses as necessary for professional development.</li> <li>• To be responsible, with the class teacher and EYFS lead, to update records and assess when necessary.</li> <li>• To undertake such other duties consistent with the nature and responsibility of the post as may be reasonably assigned by the Head.</li> </ul>
--	--