Job Description

Early Years Practitioner (Level 3)

Jobtitle: Early Years Practitioner (Level 3) **Ealing GLPC Grade:** Scale 6

School: Montpelier Primary School

Line manager: Senior Leadership Team

Supervisory responsibility: None, apart from assisting in work familiarisation of new members of staff.

Hours: 35 Hours per week, Term-time, plus 5 staff training days as required

Main purposes of the job

- To work under the guidance of the class teacher in the planning and implementation of the early years foundation stage (EYFS) and other national programmes/strategies with individuals or groups of pupils or the whole class to promote effective teaching and learning.
- During the short-term absence of the class teacher an EYP may be required to supervise the whole class and deliver pre prepared activities.
- To provide general support to the class teacher in the management and organisation of the pupils and the classroom.
- To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment.
- To promote the inclusion and acceptance of all pupils, ensuring they have equal opportunities to learn and develop.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.

Main responsibilities and tasks

Support for pupils

1. To support working relationship with the pupils, acting as role model and setting high expectations.
2. To support pupils learning in the most effective way.
3. To meet the personal care needs of pupils whilst encouraging their independence.
4. To support pupils with special educational needs through the delivery of specific learning programmes and to contribute to setting individual education plan (IEP) targets and to IEP reviews.
5. To encourage pupils to interact and work co-operatively, ensuring all pupils are engaged in activities.
6. To provide support in the delivery of the EYFS curriculum.

Early Years Practitioner (Level 3)

Support for the teacher

7. To work closely with the teacher to assist in the planning, development and delivery of all areas of the curriculum. In the short-term unplanned absence of the teacher, to cover all pre prepared activities to provide continuity for the pupils.

Early Years Practitioner (Level 3)

8. As required, to prepare the classroom/outside areas for lessons, ensuring that resources and equipment are available and cleared away at the end of the lessons as appropriate. To work on classroom displays following consultation with the teacher.

9. To observe, monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies determined by the teacher.

10. To provide objective and accurate feedback and reports on pupil achievement and progress.

Support for the school

11. To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, SEN/Inclusion and data protection, reporting all concerns to the appropriate named person.
12. To attend relevant meetings and participate in training opportunities and professional development as required.
13. To provide support for pupils' emotional and social needs by encouraging and modelling positive behaviour in line with school policy.
14. To accompany teaching staff and pupils on visits, trips and out of school activities as required within contracted hours and to take responsibility for pupils under the supervision of the teacher.
15. To assist with the general pastoral care of pupils, including helping pupils who are unwell, distressed or unsettled.
16. To assist in the training and development of staff.
17. To adhere to school health and safety policy including risk assessment and safety systems.
18. To adhere to school policy on equality and diversity.

Support for the curriculum

19. To assist in the development of basic literacy, numeracy and ICT skills and support the use of these learning activities as directed by the class teacher.
20. To help adapt and plan the development of resources necessary to lead learning activities, taking into account pupils' interests, language and cultural backgrounds.
21. Undertake broadly similar duties commensurate with the level of the post as required by the Headteacher.

Signatures – line manager and job holder

Signature of Manager: ..... **Date:** ..../..../....

Signature of post holder: ..... **Date:** ..../..../....

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October 2026