



**George
Heriot's
School**

Founded 1628

Job Description

Job Title: Early Years Practitioner

Responsible to: Junior School Deputes

Duties and Responsibilities:

All Early Years Practitioners will work as part of the Junior School team and have a responsibility, in close conjunction with teaching staff, for the following areas:

- Curriculum
- Children's Development and Progress
- Development and Learning Through Play
- Support for Children And Families
- Ethos
- Resources
- Other Specific Responsibilities

1. CURRICULUM

- Have an understanding of Curriculum for Excellence -Early Level, Realising the Ambition, Health and Social Standards and Care Inspectorate Quality Framework, How Good is our Early Learning and Childcare?
- Support teaching staff in the delivery of the curriculum.
- Be aware of school and nursery procedures and policies, where to access them and use appropriately in consultation with line manager

2. CHILDREN'S DEVELOPMENT AND PROGRESS

- Understand the principles of assessment and recording for reporting.
- Observe and record children at work and play.
- Ensure verbal feedback to pupils is positive.
- Ensure feedback is given to the Nursery teachers and/or relevant Depute
- Identify and respond to the emotional, wellbeing and development needs of children and young people
- Support positive relationships and behaviour, including distressed behaviour

3. DEVELOPMENT AND LEARNING THROUGH PLAY

- Contribute to the planning and evaluations as part of the Nursery- P3 teams and be able to demonstrate initiative.
- Interact appropriately with the children.
- Have high expectations of and set realistic challenges for pupils.
- Work co-operatively with other professionals and adults.
- With support, organise and manage resources to achieve safe, orderly and purposeful activity.
- Manage pupil behaviour and nursery class incidents fairly, sensitively and consistently, making use of sensible rewards and sanctions, and seek advice of colleagues when necessary.

4. SUPPORT FOR CHILDREN AND FAMILIES

- Take account of arrangements for ensuring the care, welfare and protection of pupils.
- Make every effort to meet the emotional, physical and social needs of pupils.
- Support and encourage pupils as they learn to enable them to develop positive attitudes to learning.
- Identify the needs of pupils in consultation with the Nursery teachers and/ or relevant Depute
- Make effective use of S6 pupil helpers as required.
- Be prepared to provide feedback to parents/carers on a daily basis.

5. ETHOS AND PERSONAL COMMITMENT

- Promote equality, diversity, social inclusion and anti-discriminatory practice
- Value, respect and be an active partner in the Heriot community (eg Open Morning, Sports Day).
- Be aware of the Heriot's Foundation.
- Actively promote a strong and positive relationship with Heriot's parents and carers.
- Create a positive atmosphere based on mutual respect between staff, pupils and parents.
- Show a commitment to achieving high standards and objectives which are planned and agreed
- Contribute to the Heriot's extra-curricular programme.

6. PERSONAL AND PROFESSIONAL DEVELOPMENT

- Take responsibility for own professional learning and value constructive feedback
- Attend Professional Learning Days/Sessions
- Engage with National, local and school policies and procedures
- Engage with and follow guidelines from the Care Inspectorate
- Maintain appropriate records of SSSC professional learning
- Attend regular training in safeguarding, child protection, first aid, and safe infection and prevention control

- The ability to effectively use IT to support the organisation of administrative procedures, support children with their learning and link with home learning

7. RESOURCES

- Make best use of accommodation and resources, ensuring safety of equipment at all times.
- Identify appropriate resources to allow effective delivery of the curriculum.

8. MANAGEMENT, LEADERSHIP and QUALITY ASSURANCE

- Reflect on and act to improve professional practice, contribute to professional development and engage in the process of curriculum development.

9. OTHER SPECIFIC RESPONSIBILITIES

Within the Nursery, the Early Years Practitioner will be a 'Key Worker'. Each Key Worker has responsibility for a group of 8 pupils. This involves:

- Ensuring that the needs of each child in the group are met.
- Recording observations and assessments of the children.
- Passing on all information and observation notes about each child to the Nursery teachers and/ or EY Depute.
- Ensuring close liaison with the Nursery team.
- Speaking to the parents/carers of the children in the group at the end of each day, when the child is collected.
- Attending the parent/teacher interviews of the children in the group.

Within Primary 1 and Primary 2, EYPs will also have responsibility for:

- Assisting Class Teachers.
- Supporting the delivery of the relevant areas of the 5 – 14 curricula
- Undertaking appropriate administrative tasks as directed by the Early Years Deputes
- Supervision of children in the playground and indoors during inclement weather.
- Ensuring safety of children in the playground.
- Basic First Aid in the playground.
- Promoting positive behaviour in the playground.

Skills and Attributes Required:

- Be registered/ be eligible for registration as a Practitioner with SSSC
- Qualified to SVQ Level 3 or HNC (or equivalent) in an appropriate, childcare-related subject
- Enthusiasm, resilience and warmth with a commitment to the Heriot's ethos.

- Thorough knowledge of current safeguarding practices and legislation in a nursery environment
- Previous experience working within a school setting is preferable but not essential
- Proven experience of working effectively as part of a team in a Nursery environment
- Previous experience of liaising with parents regarding all aspects of their child's nursery experience, addressing concerns and escalating any issues to the nursery teachers as appropriate
- Possesses a genuine interest and talent in working with children
- Can demonstrate good use of initiative in a range of contexts
- Excellent communication skills with the ability to work effectively with staff and children of all levels.
- Good organisational and time management skills

Additional Information

This post is considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. As such, the successful candidate will be required to gain membership of the PVG Scheme.

George Heriot's School is governed by George Heriot's Trust, Scottish Charity number SC011463