

Job Description

Job Title	Early Years Professional	School	Wollescote Primary School
Post Number	SCH130		
Grade	8 Scale points 24 - 27	Salary	Actual salary pro rata £16,299 - £17,592 pa based on 20 hours TTO 39 weeks)

Reports To	Headteacher
	Lynne Hudson

Purpose of the Job

- The requirement is Early Years Professional Status or Early Years Teacher Status
- To lead on the education and care of all children within the Nursery School
- To support the SLT (Senior Leadership Team) with pedagogy, teaching and learning across the school
- To ensure the Nursery School meets all of the education and welfare requirements of the Statutory Early Years Foundation Stage.

Main Activities

- To perform the duties and responsibilities as set out in the Early Years Teachers Standards
- Act as a Key worker for a group of children
- Make active contributions to staff meetings including the review of the School Development Plan
- Develop action plans, carry out audits and lead on an area of curriculum
- To undertake Paediatric First Aid training and act as a qualified First Aider
- Actively participate in your own professional development. This includes INSET days and individual/group training both external and internal. To carry out own research and reading to keep knowledge up to date
- Support the Headteacher and SLT in the development and implement of relevant policies
- Undertake any relevant training as appropriate to meet changes in standards or appropriate legal requirements
- Participate fully in individual supervision sessions to support personal wellbeing and positive mental health
- Participate actively in training and other learning activities
- To be responsible for maintaining Health and Safety requirements linked to the school policy and procedures and ensure they are adhered to at all times. To bring to the attention of the SLT any

Health and Safety concerns. To take appropriate action in the event of any immediate danger to pupils, staff, parents or visitors

- Ensure that school Child Protection Policy and procedures are adhered to at all times. Use CPOMS to record incidents in line with agreed school procedures. To ensure up to date Safeguarding training is implemented in practice. Supporting staff where needed
- To be responsible for Equal Opportunities in delivery, access and attitude
- Actively contribute to the overall ethos/work/aims of the Nursery School
- Attend and participate actively in relevant meetings as required
- To undertake any other responsibilities as may be deemed necessary at the discretion of the Headteacher, commensurate with the salary and grade of the post

Teaching and Learning

- Lead and support the teaching and learning of all children within Nursery School, providing and promoting models of excellent classroom practice through group teaching, coaching, mentoring and supporting self-evaluation for all staff
- Contribute to the development of a curriculum which provides all children with opportunities to enhance their learning within the wider community, to achieve economic well-being and to make an active contribution
- With the Headteacher and SLT implement systems for the collection of useful, timely and accurate assessment data to track the progress of individual and vulnerable groups of children, in order to inform future planning, evaluate performance, track progress and secure raised achievement across Nursery School
- Assess the needs of children and use detailed knowledge and advanced specialist skills to support learning and development and instigate specific interventions as needs identified
- Plan appropriate experiences and activities based on observations of children's interests and stage of development
- Ensure all children's development and progress are documented and evidence of learning is clear
- Provide feedback and reports as required on children's development and progress
- Organise and manage the learning environments and resources in conjunction with the SLT
- Prepare and deliver sessions for parents to enable them to support their children's development and learning. Produce literature to support parents understanding
- Plan and deliver a range of training packages for external providers, on behalf of Nursery School

SEND

- Support the SENDCo with the identification of children, completing of relevant paperwork and reports. Develop, implement and review children's individual educational plans

Personal Qualities and Attributes

- Solution focussed
- Flexible approach to working
- The ability to lead, motivate and inspire others
- Excellent interpersonal, organisational and negotiating skills
- Excellent written and verbal communication skills and an ability to communicate at a range of levels with stakeholders
- A commitment to ensuring every child achieves their full potential and to whole school improvement

Special Conditions

The post is subject to an enhanced/barred list check through the DBS checking process.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be appointed subject to satisfactory medical, reference and

DBS check.

The salary offered reflects the fact that the post holder will be required to work 20 hours per week, term time only (39 weeks)

Car Allowance

N/A

Prepared By
(Head teacher)

Lynne Hudson

Review Date

March 2026

Person Specification

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Criteria (Essential)

Assessment By

Application	Interview	Test
√	√	√

Experience – Essential

- Substantial experience of working with children aged 3 – 5 years in a learning and care environment
- Experience of working, leading or taking part in a significant initiative in an early education context
- Full working knowledge of Nursery School policies relating to Health and Safety, behaviour, Equal Opportunities and Safeguarding
- A sound understanding of the EYFS Statutory framework

Experience – Desirable

- Experience of planning for and implementing IEP's for specific children
- Delivery of training to other schools/settings

Qualifications / Training – Essential

- Early Years Professional Status/Early Years Teacher Status
- Evidence of further training and development relevant to the role

Practical Skills - Essential

- Through knowledge and understanding of all aspects of child development and learning and the ability to share this with colleagues and parents
- Thorough knowledge and understanding of the needs of pupils who have English as an additional language
- Thorough knowledge and understanding of the needs of pupils who have additional needs and the ability to ensure an inclusive learning environment

Personal Qualities and Attributes

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 - Excellent written and verbal communication skills and an ability to communicate at a range of levels with stakeholders
- A commitment to ensuring every child achieves their full potential and to whole school improvement

Other

- Ability to identify your own training needs and willingness to participate in training and development opportunities.
- To comply with the Schools commitment, policies and procedures in relation to the protection and safeguarding of children.

Prepared By

Lynne Hudson

Date

March 2025
