



Sacred Heart School

Sacred Heart School is a Catholic school and the Governors and Headteacher expect that all staff will support the Catholic ethos of the school and work within the spirit of the school's Mission Statement.

JOB DESCRIPTION

DEPARTMENT	EYFS
JOB TITLE	Foundation Stage Practitioner (qualified) to Level 3
RESPONSIBLE TO	Early Years Co-ordinator, Head Teacher
MAIN PURPOSE OF THE JOB	To work effectively as part of the Foundation Stage team, providing a stimulating and caring environment for our Nursery and Reception children. To support team members to provide a high standard of care and education. To work within the requirements of the EYFS. This role may include working within the School's After School provision and Holiday Club.

Main Functions

1. To plan, prepare and participate in a range of activities that promote each child's physical, intellectual and emotional needs to enable them to reach their full potential.
2. To be involved in setting up the Foundation Stage rooms in the morning and tidying them up at the end of the day.
3. To implement activities which encourage linguistic and social interaction between the children and their carers.
4. To be a key worker for a group of children by observing, monitoring and recording each individual's development.
5. To attend parents evenings/open days as required.
6. To communicate with parents/carers about the day to day needs of the children by fostering parental involvement and encouraging positive parenting skills.
7. To promote the philosophy of 'learning through play'.
8. To help children acquire self-help skills including dressing, feeding, toilet training and an awareness of personal hygiene.
9. To attend staff and team meetings as appropriate.
10. To help ensure that the setting meets safety and hygiene requirements and to report any issues to a senior member of staff.
11. To contribute to general safeguarding of all pupils
12. To be aware of and comply with the School's Child Protection & Safeguarding Policy, Confidentiality Procedures and other School Policies.
13. To keep up to date with developments in childcare and education through regular training as appropriate.
14. To maintain records and documentation that comply with statutory requirements.
15. To ensure that everyone is treated as an individual with respect and full consideration, in line with the School's Code of Conduct.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.