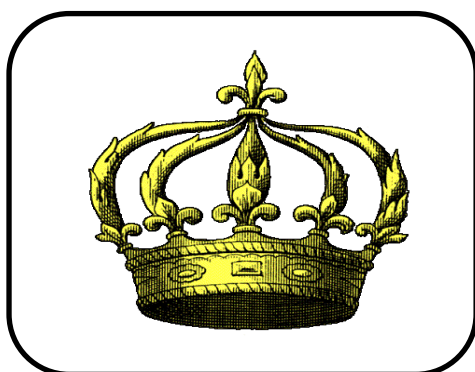


King George V Primary School



Early Years Staffing

September 2015

Roles and Responsibility

Early Years co-coordinator

- Monitor the quality and the appropriateness of the provision
- Communicate with Senior Leadership Team
- Ensure resources are appropriately allocated and hold responsibility for the Foundation Stage budget
- Ensure all staff are aware of Early Years Foundation Stage Policies.
- Attend local authority courses for Early Years Co-coordinators
- Identify staff training needs
- Monitor planning and practice within Early Years team

Nursery Teacher

- To manage issues arising in nursery including admissions procedures
- To plan and provide an appropriate curriculum for all children in nursery with consideration to equal opportunities
- To liaises with the Early Years co-ordinator and other Early Years staff.

Early Years Teacher

- Plan and provide an appropriate curriculum in support of Development Matters.
- Work with the SENCO to ensure all early identification of children with special needs.
- Complete learning journeys, progress summaries and reports for each child and communicate this with parents on a regular basis.
- Establish and maintain a positive relationship with parents and carers.
- Monitor and record progress each half term and document appropriately.

Learning Support Assistants and Practitioners

- Work in close co-operation with and under supervision of teachers to provide and maintain an environment where all children are secure and learning is taking place.
- Have full involvement in and initiate where appropriate, a range of activities and play situations
- Assist with planning, observations and assessment.
- Liaise with other staff regarding health care plans for children with special needs.