

**Job Description**

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| **Job Title** | **Pre-school Practitioner** |
| **Reporting to** | **Pre-school Manager** |

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| **SUMMARY OF POST** To deliver high quality care + education within Pre-school setting through firm partnerships with parents and carers and a sound knowledge of the Early Years Foundation Stage (EYFS) |
| **Duties and Responsibilities**   * Work in collaboration with the Pre-school manager and staff team to maintain high quality Early Years provision and statutory Early Years Foundation Stage (EYFS) Regulatory Requirements. * To be flexible in designated duties in line with needs of the business working collaboratively as an active team member. * To work across all ages as required. * Support delivery of an innovative programme of learning for children aged 2-5 years. * Assist in ensuring equal quality in provision of the curriculum indoors and outdoors. * Assist in maintaining effective partnerships with parents and carers. * Help observe and record children’s progress and challenge their potential through setting next steps in their learning. * Develop good links between home and pre-school and guide parents in contributing observations of their child’s progress in order that the unique qualities of every child is acknowledged and affirmed. * Assist in ensuring planned activities are fully inclusive to all through differentiation in level of challenge and where appropriate adaption of resources and or furniture. * Promote a professional role model for children and students through effective deployment and engagement in activities with children. * Maintain factual accuracy when documenting reports/incidents/events i.e. registers/accidents/medication records and or safeguarding reports. * Undertake domestic tasks such as preparation of snack, cleaning equipment as and when required. * Attend monthly staff meetings outside of core work hours as and when required in order to sustain up to date knowledge of work practices, current Early Years thinking and trends in research and continuous improvements in the quality of provision. * Be conversant with developments in childcare practice by reading appropriate literature and, where necessary, attendance of courses/conferences. * Willing to work towards a level 3 or above qualification. * Be aware of Pre-school Policies + Procedures with particular attention to Health and Safety, Safeguarding, Risk Management, Equality and Diversity, Quality and our Values and Behaviours. You will be required to attend training when necessary.   **RECRUITMENT – short listing criteria**  Minimum Level 2 in child care or willing to train  No prior (formal) work experience with children 0-5 years  Level 1 in Numeracy, English and IT  Meet the statutory requirement of medical suitability as cited within the EYFS welfare requirement *‘suitable people’* |

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| **ESTABLISHED**  Passed 6 month probation period  Paediatric First Aid Certificate  Basic Food Hygiene Certificate |

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| **PERSON SPECIFICATION (to be assessed at the interview stage)** | | | |
| **PERSONAL ATTRIBUTES**  Smart appearance, reliable and well organised  Ability to respond to directive of change a follow instructions given by a senior staff in line with business needs  Team Player  Excellent Interpersonal Skills  Ability to work with minimum supervision  Able to demonstrate familiarity of operational needs and use initiative where  Appropriate  Ability to respond professionally in all situations | | | |
| **SKILLS AND EXPERIENCE**  Some understanding of the Early Years Foundation Stage (EYFS)  Some understanding of Safeguarding in Practice  Ability of some understanding how to manage children’s behaviour | | | |
| **Date approved** |  |  |  |
| **Date reviewed** |  |  |  |

**This job description is current as at the date shown above. In consultation with the post holder it is liable to variation by the manager to reflect or anticipate changes, in or to, the post and the organisation. The job description gives an overview on the main responsibilities of the role. The daily job will also involve any other duties and responsibilities, express and implied, which arise from the nature and character of the post.**

**Date 2022**