



## **JOB DESCRIPTION**

<b>Job Title:</b>	Pre-School Practitioner
<b>Responsible to:</b>	Deputy Manager & Pre-School Manager
<b>Purpose of the job:</b>	<p>To assist in the aims and objectives of Potten End Pre-School.</p> <p>To provide high quality care and education for children based on the guidelines and practice in the Early Years Foundation Stage.</p> <p>To work within a team offering an excellent provision for all children and families attending the setting.</p>

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### **Requirements**

- Sound knowledge of the Early Years Foundation Stage framework and child development
- Level 3 Early Years qualification

### **Main Duties**

*Under the direction of the Room Leader / Deputy / Manager*

- To work within our Early Years team, supporting the planning of and implementation of activities with individual or groups of children
- To work consistently, enthusiastically and have a confident, committed approach.
- To provide high quality play experiences which fully implement the Early Years Foundation Stage.
- To be a key person responsible for robust, relevant observations, moderation and planning of activities.
- To have appropriate knowledge and skills to monitor and assess development needs and to relate to each child as an individual.
- To ensure that the Pre-School offers the highest standards of physical and emotional care, health and safety, and personal and food hygiene; including food allergens at all times.
- To ensure all children have equal access to opportunities to learn and develop.
- To respond to the children's needs in a sensitive manner.
- To adhere to Potten End Pre-School policies and procedures.
- To have sound knowledge of safeguarding.
- To understand that work requires bending, kneeling and crouching for periods of time and may also involve lifting or holding children during planned activities, and changing nappies/toileting duties.
- To support all planned and unplanned learning and development activities and experiences, both child-initiated and adult directed.

- To build strong, trusting relationships with parents/carers to support the children and ensure their needs are recognised and met.
- To develop positive and sensitive relationships with parents and carers to support their role in children's learning.
- To communicate effectively and sensitively with parents/carers and children.
- To ensure that families especially children from all social and cultural groups will feel valued and secure.
- To have a good knowledge and understanding of equality of opportunity and diversity.
- To work in partnership with parents/carers, prepare for and attend termly review meetings and provide constructive feedback on children's development and progress.
- To make the Pre-School welcoming and where possible accessible to all children and parents/carers with special needs.
- To use initiative and make decisions within a team.
- To assist in the setting up and clearing away of all activities and equipment.
- To attend in service training courses and meetings as required.
- To keep up to date with current issues and developments concerning the Early Years and to undertake further training as required and that may take place outside of your contracted hours.
- To be proactive in the continuation of your own learning to improve outcomes for children and their families.
- To assist the Pre-School manager in general admin tasks when appropriate.
- To be flexible with the working practices of the pre-school.
- To be added to a list of bank staff who will be contacted if the Pre-School is going to fall below ratio.
- To perform any other duties as deemed necessary by the Pre-School Manager.
- To promote the setting to current parents and potential customers.

*This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager.*

## **Job Description 2025**