

JOB DESCRIPTION

JOB TITLE	Pre-School Practitioner
HOURS OF WORKING	Monday - Friday, term time only, 39 weeks per year. Hours will be agreed with the Pre-School Leader and will need to be flexible to ensure the Pre-School is covered during opening times.
SCALE	Single Status Grade 4
RESPONSIBLE TO	Pre-School Leader / EYFS Lead

JOB PURPOSE

To work effectively as part of the pre-school team, to provide a safe, stimulating and caring environment for children aged 2-5.

KEY TASKS

1. To implement and embed all aspects of the Early Years Foundation Stage Curriculum to the highest standard.
2. To be responsible for a group of key children, by observing, planning, monitoring and accurately recording each individual's development in accordance with The Early Years Foundation Stage Curriculum with support from pre-school staff.
3. To work in partnership with school staff and other professionals to improve outcomes for children.
4. To communicate with parents/carers about the day to day needs of the children by fostering parental involvement, encouraging positive parenting skills and to attend parents evenings/open days as required.
5. Attend and contribute to staff meetings, team training days and other meetings within the setting and the pre-school and with partner organisations.
6. To have a clear understanding and be able to fully implement Safeguarding Policies and Procedures, with a responsibility for ensuring children's welfare is paramount.
7. To undertake training as appropriate to keep up to date with changes in legislation and to embrace new initiatives.
8. To have a clear understanding of their specific responsibilities to include Health and Safety and ensure that the guidelines are adhered to.
9. To maintain records and documentation that complies with the statutory requirements and ensuring that Learning Journeys and summative assessments are kept up to date with a number of key children.
10. To keep up to date with developments in childcare, early education and parent support.
11. To support, maintain and review systems (IT based or administrative) to ensure the smooth running of the pre-school. This will include understanding and supporting the pre-school IT

system to calculate staff ratios, children booking patterns and ensuring our contacts are up to date.

12. A flexible approach to working including wider pre-school activities and supporting pre-school colleagues.

- This job description sets out the duties of the post at the time it was published
- The hours and the job description may be modified depending on the needs of the Academy Trust
- 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. The priorities for each year will be reviewed against this job description annually through performance management meetings
- Please note that we are committed to safeguarding and promoting the welfare of our students and expect all those who work with us to share this commitment. Successful applicants will need to undertake a DBS Enhanced Clearance check (Disclosure and Barring Service). We give high priority to promoting diversity throughout the school

PERSON SPECIFICATION

Pre-School Practitioner

	ESSENTIAL	DESIRABLE
QUALIFICATIONS AND TRAINING	<ul style="list-style-type: none"> • Recognised level 2/3 Qualification in Early Years (NVQ, BTec Certificate/Diploma). 	<ul style="list-style-type: none"> • Evidence of attending further training / achieving additional qualifications; • Qualified in Paediatric First Aid.
EXPERIENCE	<ul style="list-style-type: none"> • Experience within childcare. 	<ul style="list-style-type: none"> • Experience of being a key person in a childcare setting.
KEY SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Ability to follow instructions and work on own initiative as necessary; • Communicate effectively with parents, carers and other professionals; • Keep accurate records; • Implement high health and safety standards; • The ability to record individual needs and monitor progress. 	<ul style="list-style-type: none"> • Promoting positive parenting skills.
KNOWLEDGE	<ul style="list-style-type: none"> • Understanding of the EYFS; • Understanding of children's development; • Understanding of Child Protection and Safeguarding Procedures. 	<ul style="list-style-type: none"> • Knowledge of current legislation; • Knowledge of pre-schools.
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Pro-active and self-motivated approach to work; • Commitment to continuing professional development; • Work flexibly as part of a team. 	
OTHER	<ul style="list-style-type: none"> • To be able to work flexibly including occasional early mornings and evenings. 	