

Job Description: Preschool Practitioner
(Early Years Educator)



Responsible to: Deputy Manager

Key areas

To provide a high standard of physical, emotional, social and intellectual care for all children attending the Nursery.

To support the preschool and take initiative in implementing a quality EYFS curriculum ensuring stimulating and varied play and learning opportunities for all the children specific to their individual needs.

To ensure the safety and well-being of all the children.

To keep the preschool in a clean and safe state

Ensure understanding and appropriate implementation of the preschool's Safeguarding Children Policy.

To fully support the key person system

To give support to other staff in the Preschool and work as a team

Duties and responsibilities

Provide a stimulating play rich environment, where resources can be accessed appropriately by all children and activities differentiated to ensure the needs of all children who attend are met

Work as part of a team leading and supporting other pre-school staff and volunteers

To liaise with, where necessary, the Designated Safeguarding Lead to ensure children are fully safeguarded; the SENCo to ensure any concerns are actioned

Implement an effective positive behaviour policy in line with the preschools values and ethos, ensuring consistency and taking into account children's levels of understanding and stages of development

Support preschool induction through home visits, selection of key person roles and settling in procedures

Work with parents to ensure children's individual needs are met; reporting on the development, progress and attainment of children through parental discussions, written reports and parent-teacher meetings.

To plan and implement the Early Years Foundation Stage Learning outcomes appropriately to meet the needs of all children through differentiation of tasks;

To know your key children and be able to set clear targets for children's learning, based on prior attainment; to have particular regard to the individual needs of each child ensuring that their needs are met and they are able to fully participate

To keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning

To attend meetings which relate to the preschool's management, administration or organisation including monthly/weekly staff meetings, open days or evenings as required

Support children to develop independence and self help skills; ensuring intimate care policies are appropriate and are followed

To serve refreshments to children;

Support with the setting out and clearing up of preschool equipment;

Build effective relationships with parents, carers, children, outside agencies and other members of staff

Ensure you are fully aware of all welfare requirements, and that all procedures for child protection and safeguarding are understood and effectively implemented;

Show a strong commitment to training and ongoing professional development, keeping up to date with recent developments and initiatives relevant to current practice;

Participate in the supervision and appraisal system of own performance;

Undertake any other duties as may be reasonably required by the Pre-school Manager.

Person Specification

Job Title: Pre-school Practitioner (Early Years Educator)

Essential criteria	Essential	Desirable	Assessment method
Level 3 full and relevant qualification related to early years or playwork	Yes		Application form/certificate

Paediatric First Aid Training		Yes	Application form/certificate
Level 2 Food Hygiene Training		Yes	Application form/certificate
Safeguarding Children Training SSCB Working Together to Safeguard Children		Yes	Application form/certificate
Experience of working with children aged 2 to 5 years of age in a early years setting	Yes		Application form/reference
A clear understanding of how young children learn and the ability to plan for effective and high quality teaching and learning in the Early Years Foundation Stage		Yes	Application form/reference/interview
Knowledge, understanding and experience of child development	Yes		Application form/reference/interview
Understanding of the importance of safeguarding and promoting the welfare of children	Yes		Application form/reference/interview
Ability to work within a team	Yes		Application form/reference/interview
Experience of supporting children with additional learning needs SEND and English as an additional language		Yes	Application form/reference/interview
Experience of dealing with difficult behaviours		Yes	Application form/reference/interview
To be committed to equality, diversity and the inclusion of all	Yes		Application form/ interview
To be able to communicate clearly both orally and in writing	Yes		Application form/ interview
To be committed to continual personal and professional development.	Yes		Application form/ interview

Approachable with good interpersonal skills when dealing with children and adults	Yes		Application form/ interview
Well-organised, enthusiastic, energetic and reliable	Yes		Application form/ interview
Values and respects the views of children	Yes		Application form/ interview
Self-motivated and able to take initiative and responsibility		Yes	Application form/ interview