



Job Description

Pre-school Early Years Practitioner

Purpose of Post

- 1 To work as part of the pre-school team to provide safe, high quality education and care for young children.
- 2 To work under the direction of the Pre-School Management and to work as part of the pre-school team, within the Setting.
- 3 To work as a Keyworker with group of children as directed and provide supervision to the wider group.
- 4 To maintain high levels of training in line with the settings requirements.
- 5 Liaise with parents/carers and outside agencies as required.

Responsible to:

Pre School Directors

Pre School Manager

Pre School Deputy Manager

Duties and Responsibilities

1. To assist with the planning of the curriculum by providing safe, creative and appropriate educational opportunities for all children within an inclusive environment, preparing activities, organising programmes and arranging equipment as part of our productive team.
2. To act as a keyworker to a small group of children, liaising closely with parents/carers to ensure individual needs are met, and to be responsible for observations, using our electronic learning journal and record keeping relating to the progress and development of key children.
3. To encourage parental involvement and support through the development of effective working relationships.
4. To ensure that activities are carried out in a safe and responsible manner in accordance with statutory responsibilities, and to advise the pre-school management of any concerns over children, equipment etc.
5. To follow all pre-school policies, paying specific attention to safeguarding and confidentiality.
6. To ensure that the pre-school offers the highest standards of physical and emotional care, health and safety, and personal and food hygiene at all times.
7. Working creatively with children within the EYFS framework, as instructed by pre-school management.
8. Daily interaction with children to provide a range of stimulating activities to promote all areas of learning
9. Ensuring all children have equal access to opportunities to learn and develop.

10. Working with range of people including pre-school staff, visiting professionals and agencies, parents, children and families, and visitors and student placements
11. Work is based in a pack away setting and 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.
12. Significant elements of inside and outside work, including leading outdoor learning.
13. Understanding and being able to implement inclusive practices into the setting, to ensure all children have the opportunity to learn, interact and fulfil their potential.
14. Working with the pre-school management to establish an appropriate safe and secure learning environment.
15. Promoting positive values, attitudes and good child behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging children to take responsibility for their own behaviour.
16. Having a positive approach to continuous professional development.
17. To actively promote and support the safeguarding of children and young people in the workplace, ensuring Setting policies and procedures are observed at all times.
18. To uphold risk assessments, children's welfare and pre-school policies whilst visiting locations outside of pre-school.
19. Ability to work between the hours stated in your contract of employment and undertake essential training, staff meetings outside core working times together with open days and stay and play sessions. (these events take place on occasional weekends and days outside of term time)
20. Commitment to the inclusion of all pupils, regardless of emotional, physical or educational need.