**Rough common pre-school early years practitioner**

**Job Description**

**Job Title: early years practitioner**

**Based at: rough common pre-school**

**Responsible to: Senior Leadership Team**

**Hours: variable, term time only**

**Job Purpose:** To act as a key person to a group of children and to provide a high quality and consistency of teaching and learning throughout the pre-school so that every child makes good progress and achieves their full potential.

**RESPONSIBILITIES:**

1. To ensure appropriate equipment and materials are set up before the children arrive, both indoors and outdoors, and tidied away appropriately at the end of each session and securely stored
2. To ensure all activities, equipment and other resources are presented attractively with the support of appropriate books or other appropriate materials
3. To ensure that the pre-school provides a welcoming, safe and stimulating environment where children are able to learn and grow in confidence
4. To ensure the safety and well-being of all children at all times in adherence with pre-school policies and procedures
5. To promote the good health and hygiene of all children within the setting
6. To promote partnership working with parents and carers and other professionals involved with a child
7. To ensure equality of opportunity and anti-discriminatory practice in accordance with the setting’s Equality policy, ensuring that every child and family is included and supported and to challenge discrimination
8. To fully understand and adhere to the requirements of the Statutory Framework for the Early Years Foundation Stage (2017) at all times
9. To assist in planning an appropriate curriculum for the setting which is based on children’s current interests and stages of development and which allows children opportunities for learning and development in all areas of learning, both indoors and outdoors
10. To be aware of the Special Educational Needs and Disability (SEND) Code of Practice 0-25 years and to ensure early identification and intervention for children with potential Special Educational Needs or additional needs
11. To participate in external inspections, such as Ofsted inspections, ensuring the pre-school is being reflected in a positive manner to the inspector
12. Actively promote the setting to prospective new parents to ensure vacant spaces are filled and show prospective parents around the setting in a professional manner when required to do so
13. Keeping yourself up to date on local and national policies and legislation, the latest research and knowledge in early year’s childcare and education
14. To attend regular supervision and team meetings
15. To follow all pre-school policies including those regarding safeguarding and confidentiality
16. To actively promote and support the safeguarding of children and young people in the workplace, ensuring setting policies and procedures are adhered to at all times
17. To offer the highest standards of physical and emotional care to all children
18. To adhere to the Health and Safety policy and take responsibility for promoting health and safety and food hygiene at all times
19. Work with a range of people including staff, visiting professionals and agencies, parents/carers, children and families, visitors and student placements
20. Promote positive British Values, attitudes and good child behaviour, dealing promptly with conflict and incidents in line with the behaviour management policy and encouraging children to take responsibility for their own behaviour
21. To have a positive approach to other staff and the working practices of the pre-school

**KEY PERSON RESPONSIBILITIES:**

1. To be responsible for the observation, assessment and planning cycle for all key children so that children’s attainment and progress is effectively and regularly assessed and that next steps in learning are planned for each individual child
2. To produce summative assessments for all key children, identifying development areas and planning appropriately to ensure all children make progress in all areas of learning and development
3. To communicate with parents in a positive, sensitive and constructive manner, encouraging parental involvement in their children’s learning and the pre-school sessions
4. To obtain parents views about the setting using various methods such as parent questionnaires, feedback forms, informal chats etc.
5. To work in partnership with other settings attended by children ensuring information is shared to enhance children’s development
6. To work in partnership with a range of professionals involved in a child’s life as appropriate.
7. Ensure that the progress check at age two is completed for all children aged 24-36 months

***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 Directors.***

**PERSON SPECIFICATION:**

**Essential Criteria**

1. Relevant Level 2 qualification in Childcare
2. Minimum of one year post qualification experience in a day care setting
3. Comprehensive knowledge and understanding of the legal framework and quality standards
4. Sound understanding of child development and how children learn through play
5. Good standard of literacy and numeracy and excellent communication skills
6. Ability to interact with children and support their involvement in indoor and outdoor play and learning
7. Ability to be sensitive and supportive to children and families from a wide range of cultures, lifestyles and family circumstances and with a range of special needs
8. Ability to work in a positive manner with colleagues as part of a team managing multiple tasks as well as the ability to work independently using own initiative
9. Ability to work positively with a wide range of professionals in different sectors
10. Willingness to attend training courses and to keep up-to-date with the latest ideas and developments in the early year’s field.
11. An ability to be proactive in identifying problems and providing solutions.
12. Ability to be organised, methodical and able to work independently on own initiative without supervision while prioritising tasks
13. Ability to be organised, methodical and able to work independently on own initiative without supervision while prioritising ongoing activities

**Desirable criteria**

1. Relevant Level 3 qualification in Childcare
2. Current First Aid certificate
3. Current Food Hygiene certificate
4. Current Health and Safety at Work Certificate

This post is exempt from the Rehabilitation of Offenders Act (1974) and does require a Disclosure and Barring Service (DBS) check.

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| **I confirm I have received a copy of and understand my roles and responsibilities as outlined within the Early Years Practitioner Job Description**  **Staff Signature:**  **Name:**  **Date:** |