

## Job Description

**Job Title:** Qualified Early Years Practitioner/ Educator

**Working hours:** Full time 5 days a week 8:30am – 3:30pm, or two part-time roles of 2 ½ days each (Full day 8:30am – 3:30pm, Half day 8:30 – 1pm or 11:30-3:30pm)

**Reports to:** Pre-school Manager

### Main purpose of the role:

- to ensure that the safeguarding and wellbeing of all children is always paramount
- to work as part of our team to provide a safe, caring, secure, stimulating and challenging environment for children aged 2years 4 months - 5 years
- to deliver an appropriate play based Early Years Foundation Stage (EYFS) curriculum that enables children to make progress
- to work according to Pre-school policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies
- to act as a key person to a group of children, ensuring that the needs and interests of the children are met

### Key Responsibilities:

- to be alert to issues of safeguarding and child protection, ensuring that the welfare and safety of children attending the setting is promoted and to follow all the safeguarding procedures as detailed in the setting's policy
- to liaise closely with parents/carers, keeping them informed about the Pre-school and its curriculum, exchanging information about children's progress and encouraging parents' involvement in their learning and development
- to work in partnership with senior management to regularly review and reflect on practice and contribute to planning and the setting's improvement plan
- to follow the children's interests, role modelling and providing effective play and learning opportunities through planning in the moment. This includes setting up and maintaining challenging environments based on the children's interests and needs both indoors and outdoors, using provocations to inspire children's learning and development.
- to keep accurate assessment records of your key children in line with the Pre-School's procedures
- to ensure records are properly maintained, e.g. daily attendance register, accident and incident book, risk assessments
- to work closely with the SENCO to support children who may require additional support
- to undertake training as appropriate to further your professional knowledge, keep up to date with changes in legislation and to embrace new initiatives.
- to build and maintain positive relationships within the staff team and with families whilst respecting confidentiality
- to attend and actively contribute to the Pre-School's meetings including team meetings, regular supervision and annual appraisals with the Pre-School Manager.
- to maintain confidentiality at all times
- to be professional and ensure the setting's reputation is maintained and promoted

FACTORS	Essential	Desirable
Education and Qualifications	Education & Qualifications Minimum Level 2 qualification in Children and Young Peoples Workforce or equivalent  Safeguarding Training	Level 3 Childcare Qualification  Forest School / Outdoor Learning Qualification  Food Hygiene Certificate
Experience and Knowledge	Recent Experience in Working in Early Years  Excellent working knowledge of the Early Years Foundation Stage and current Ofsted statutory guidance.  Knowledge and proven practical experience of implementing good quality learning opportunities	“In the moment planning” experience
Skills	Understanding of child development (0-5yrs)  Excellent verbal and communication skills with both children and parents.  Ability to write reports and keep clear and accurate records.  Good organisational skills  Ability to work as part of a small team  Able to work on own initiative	Excellent IT skills  Ability to research new ideas using the internet
Personal Qualities	Reliable, passionate, positive, resilient, enthusiastic and flexible  A caring and kind nature  A good sense of humour  A commitment to delivering quality in all areas, with a high level of motivation  Patient and able to perform under stress  A creative and imaginative thinker	