



Practitioner

Job Description

Role Summary

To work as a key person and as part of the pre-school team under the direction of the manager, or in their absence the Deputy Manager. To provide safe, high-quality education and care for young children which meets the individual needs of children attending the setting.

Reports to: Pre-School Manager

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 safeguarding procedures as detailed in the settings policy and as directed by the local safeguarding team
- to role model and provide effective play and learning opportunities for children in your care, including setting up and maintaining challenging learning environments across the setting
- use setting observations and information from parents to plan across all areas of learning for the differing needs of children in your key group and to enable their individual potential to be realised
- to keep accurate assessment records of your key children's levels of development in line with the settings procedures
- work with the settings SENCO to support children causing concern and lead on the planning and monitoring of your key children's targeted plans
- be vigilant in maintaining children's wellbeing, health and safety promoting good practice within the setting and report any concerns to the setting manager
- to build and maintain effective communication and positive relationships with other staff, parents, carers, families and relevant professionals, whilst respecting appropriate confidentiality
- to attend all setting meetings, including regular supervision meetings and annual appraisals with the setting manager. Be active and committed in meeting the setting and personal targets and aspirations
- to be active in identifying and fulfilling your own CPD needs, including a commitment to attending both in house and external training and cascading information with the wider team

- to maintain all information about children, families and the setting in a confidential manner to comply with the requirements of the General Data Protection Regulation
- to help to set up each day for the daily programme and to help pack away at the end of the session, sharing duties and following the rota set out by the manager
- to support meal times within the setting
- to work within the company's policies and procedures
- be professional and ensure the setting's reputation is maintained and promoted

Person Specification

Essential Criteria	Desirable Criteria
Experience	
• Experience working in an early year's setting	• Experience of working and building strong relationships with parent/carers
Qualifications and Training	
• Level 3 qualification in Early Years/Childcare	• A current paediatric First Aid qualification
Knowledge	
• Strong understanding of the EYFS, safeguarding, and child development.	• Knowledge of SEND processes and multi-agency working.
• Commitment to inclusive practice and equal opportunities.	• Experience with electronic learning journals or assessment systems.
• Knowledge of child protection and safeguarding procedures	
• An understanding of a play-based approach to children's learning and development	
• Knowledge of particular health and safety issues relevant to this age group	
Job Related Skills and Abilities	
• Excellent communication skills with children, families, and colleagues.	
• Ability to remain calm, organised, and solution-focused.	
• Good communication skills, oral and written	