

JOB DESCRIPTION

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| Job Title: | Early Years Play and Learning Practitioner |
| Responsible to: | Pre-School Manager and Committee Chairperson |
| Responsible for: | Agreed statutory co-ordinated area of responsibility |
| Rate of Pay: | £10.50 per hour |
| Working hours: | 23 hours over 4 days a week between 8.45 – 3.15. During term time with some additional duties (e.g. training and meetings) outside these hours. |
| Contract Type: | Fixed term contract until 31 August 2024 |

Purpose of the job:

To work as an active pre-school practitioner and key person within a team undertaking responsibilities stated, **(specific to this role will be being a keyperson to 2 - 4 year olds).**

To provide high quality, safe education and care to young children.

Main duties:

1. To assist with the planning and preparation of the curriculum.
2. To help prepare the setting/office for the daily programme; to help tidy away at the end of the session checking equipment for cleanliness and breakages.
3. (a) To act as a key person to a group of children, liaising closely with parents/carers and ensuring each child's needs are recognised and met;
(b) To take part in parent consultation meetings;
(c) To be responsible for key children's learning journals (hand-written)
(d) To provide an individual report and documentation for each key person child as they leave pre-school.
4. To advise the Pre-school Leader of any concerns e.g. over children, parents or the safety of equipment, preserving confidentiality as necessary.
5. To teach children in accordance with the Early Years Foundation Stage, offering an appropriate level of support and stimulation.
6. To attend staff meetings and in-service training courses and meetings as required.
7. To share with the Leader any information gained from training courses.
8. To keep completely confidential any information regarding the children, their families or other staff which is acquired as part of the job.

9. To undertake any other reasonable duties as directed by the Pre-school manager or Deputy, in accordance with the pre-school's business plan/objectives.

NB: This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them, as well as complete relevant health/medical declaration forms.

PERSON SPECIFICATION

- NVQ Level 3 childcare qualification that is full and relevant for early years with at least 1 years post qualification experience.
- Understanding and knowledge of implementing the EYFS.
- Good knowledge of safeguarding procedures and policies.
- A passion for working with children; someone who is kind, patient, positive and compassionate.
- Good interpersonal skills with excellent written and spoken communication.
- A desire and drive to take pride in what you do, to create a positive, nurturing, child-centred educational environment.
- Creative and able to adapt to a facilitate a fun and inspiring environment for all.
- Up-to-date paediatric first aid certificate and basic food hygiene certificate preferred, but training will be give where necessary
- The successful candidate will be required to undertake an enhanced DBS check