**JOB DESCRIPTION**

**Job Title**: Level 3 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:** £11.52 per hour

**Working hours:** Tuesdays and Thursdays between 8.30 – 3.30 (negotiable) plus extra bank hours as required. During term time with some additional duties (e.g. training and meetings) outside these hours.

**Contract Type:** Fixed term contract until 31 August 2025

**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;
4. To take part in parent consultation meetings;
5. To be responsible for key children’s learning journals (hand-written)
6. To provide an individual report and documentation for each key person child as they leave pre-school.
7. To advise the Pre-school Leader of any concerns e.g. over children, parents or the safety of equipment, preserving confidentiality as necessary.
8. To teach children in accordance with the Early Years Foundation Stage, offering an appropriate level of support and stimulation.
9. To attend staff meetings and in-service training courses and meetings as required.
10. To share with the Leader any information gained from training courses.
11. To keep completely confidential any information regarding the children, their families or other staff which is acquired as part of the job.
12. 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 given where necessary
* The successful candidate will be required to undertake an enhanced DBS check

Job Application Form

Charity number: 1028290

The Institute, Penberthy Road, Portreath, Redruth, Cornwall TR16 4LP

07527 700414 / 01209 842206

portreathpreschool@gmail.com

Please complete this form in type or black ink. All questions must be answered in the boxes provided.

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| --- | --- | --- | --- |
| Post | Level 3 Early Years Practitioner | Closing date |  |

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| --- | --- | --- | --- |
| First name |  | Surname |  |
| Full address including postcode |  |
| Home phone number |  | Work phone number |  |
| Can we ring you at work? | Yes / No |
| Email address |  |

**Please give the names and addresses of two people who can verify or confirm your employment record.  One should be your present or most recent employer. The referees should be your immediate line manager, if this is not the case please give details of relationship.**

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| --- | --- | --- | --- | --- |
| Name |  |  | Name |  |
| Position |  |  | Position |  |
| Address |  |  | Address |  |
| Telephone  |  |  | Telephone  |  |
| Email |  |  | Email |  |
| Verification is normally sought after interview. Please indicate whether your references can be approached before the interview | Yes / No |

**Qualifications Achieved:**

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| Names of Educational Establishments | From | To | Brief Details of Courses | Grade |
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**Study currently being undertaken:**

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**Professional or other qualifications, apprenticeships, memberships of professional organisations:**

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**Other training you have received which you consider relevant:**

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**Employment**

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| --- | --- |
| Current/most recent employer |  |
| Full address including postcode |  |
| Date started  |  | Until |  |
| Job title |  |
| Basic salary per hour |  |
| Brief description of duties |  |
| Notice required |  | Reason for leaving |  |

**Other employment/career history starting with most recent:**

For posts which involve working with children, please give full employment history, accounting for any gaps (please continue on a separate sheet of paper if necessary).

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| --- | --- | --- | --- | --- |
| From | To | Employer Name and Address*Or*Reason for gap in employment | Job Title, Duties and responsibilities | Reason for Leaving |
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**Please give details of other interests**

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**Experience/Relevant Skills** – Supporting statement

Having read the job description and the information contained in the advert poster, please provide a supporting statement explaining how your experience and achievements to date would make you a suitable candidate for this post. Please either use the box below or attach your supporting statement to the application form, with your name clearly printed at the top.

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| **Supporting Statement** |

**Declaration**

Any of the above particulars may be subject to check. I understand that any false, inaccurate or incomplete information could result in dismissal, disciplinary action or a withdrawal of any offer of employment.

I declare that the information given on this form is to the best of my knowledge correct and complete and can be treated as part of any subsequent contact of employment.

I understand that the Pre-school may process, by means of a computer database or otherwise, any information which I provide to it, for the purpose of employment with the Pre-school.

|  |  |
| --- | --- |
| **Signature :** | **Date:** |

Please return by email to portreathpreschool@gmail.com or in an envelope marked ‘CONFIDENTIAL’; to:

Portreath Pre-school, The Institute, Penberthy Road, Portreath, Redruth TR16 4LP

Charity number: 1028290 EY Registration: 102847