

JOB DESCRIPTION

Job Title: Pre-School Practitioner

Responsible to: Pre-School Leader

Responsible for: Agreed statutory co-ordinated area of responsibility

Purpose of the job:

- To work as an active pre-school practitioner and key person within a team undertaking responsibilities stated.
- To provide high quality, safe education and care to young children.

Main duties:

1. To assist with the planning 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 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 Leader or Senior Practitioner, 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.