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**Job Description for Pre-School Practitioner**

**Milverton Community Primary & Pre-school**

**Job Description:** Pre-School Practitioner

**Responsible to:** The Headteacher, Pre-school Lead Practitioner and EYFS Coordinator

**Purpose of post:**

* To provide a high standard of physical, emotional, social and intellectual care for all children in the pre-school.
* To act as a role-model for good practice, at all times.
* To provide support to other team members within the pre-school.
* To work as part of a team in order to provide an enabling environment in which all individual children can play, learn and develop.
* To actively participate in the development and continuous improvement of the setting.
* To support the pre-school lead practitioner to develop and deliver high quality practice and provision for 2, 3 and 4 year olds to support all children to reach their full potential, particularly in the prime areas of learning and development.
* To identify children in need of additional support to meet age-related outcomes and support the implementation of a range of intervention and support strategies.

**Duties and Responsibilities:**

* To take responsibility for developing specific knowledge and skills required to work effectively with children of this age.
* Uphold the principles of and model good practice in inclusion and equal opportunities in all aspects of the role, supporting early identification and intervention strategies at all times.
* To complete the 2 year old checks accurately and on time as required.
* Attend relevant training including staff meetings and INSET.
* Engage in good team working.
* Ensure all record keeping is completed and up to date (including learning journeys, medicine, incident and accident forms and SEND support plans)
* To ensure confidentiality at all times regarding information received by all staff members.
* To take responsibility for promoting and safeguarding the welfare of children and young people / vulnerable adults in your care and those who you come into contact with.
* To undertake regular Child Protection training at a level commensurate with role.
* Have a sound knowledge and understanding of and uphold safeguarding procedures and strategies ensuring that all children are safeguarded and appropriately supervised at all times
* Through hands-on practice under the direction of senior managers, deliver high quality child centred play-based provision, developmentally appropriate for children, which provides a nurturing environment to promote children’s emotional stability, independence, autonomy and creativity.
* Support the establishment of a culture of reflection through continuous review of strengths and areas for development which leads to actions for improvement which impact on quality.
* Contribute to developing positive relationships and close working links with the range of professionals in the local area in order to promote access to wider integrated services for all families and children and support a multi-disciplinary team around the child and family approach. This includes completing and using Early Help Assessments (EHA) and participating in Team around the Child (TAC) meetings where appropriate.
* Develop and maintain a partnership with parents that values their contributions and involves them in their child’s education, including support for the home learning environment and ensuring smooth transitions and continuity for the child and parents into, within and out of the setting.
* Develop and maintain appropriate positive behaviour strategies with children and staff.
* Contribute to the development of relevant policies and procedures.
* Keep up to date with best early years practice, local and national policy.
* Undertake other minor and/or non-recurring duties appropriate to this post as directed by the EYFS coordinator, Lead practitioner or Head teacher.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the pre-school practitioner will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Signed: ­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Headteacher) Date:

Signed: ­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Pre-school practitioner) Date:

**Pre-school Practitioner - Person Specification**

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| **Essential** | **Desirable** |
| **Skills, aptitude, knowledge and experience*** Knowledge of the National Standards for the regulation of Childcare provision
* An understanding of the EYFS framework 2021.
* A working knowledge of the revised Development Matters
* Interest in the care, learning and development of young children
* Good organisational, record keeping and planning skills
* A sound understanding of basic safeguarding and child protection procedures
 | * Previous experience of caring for, or working with children aged 2-5 in a voluntary or paid capacity
* A working knowledge of the Early Learning Goals
* Understanding of the importance of the Prevent Strategy
* GCSE Level 4 or above English and Maths
* Understanding of ‘Keeping Children Safe in Education’ – Part 1
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| **Personal qualities*** A commitment to the provision of high quality childcare
* A positive approach to learning and gaining new skills through teamwork and training opportunities
* Punctuality
* Excellent communication skills, with children, colleagues, advisors and parents/carers/carers.
* Patience
* Empathy with children, colleagues and parents/carers/carers
* Reliability and trustworthiness
* A positive approach to inclusive practice, with children and colleagues
* Enthusiasm for working with young children
* A positive approach to continuing professional development
 | * Flexibility – occasionally working hours might be changed, e.g. if the Pre-school hosts a Parent’s Evening
* Able to work in small teams, maintaining positive working relationships
* A positive approach to gaining further qualifications
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| **Qualifications*** Completion of a recognised Level 2 Childcare qualification, e.g. Level 2 Certificate for the Children & Young People’s Worforce, NVQ Level 2 in Children’s Care, Learning and Development – or be working towards completion
* Some understanding of the importance of Health & Safety and Food Hygiene in the workplace
 | * Completion of a recognised Level 3 Childcare qualification, e.g. Level 3 Diploma for the Children & Young People’s Workforce, NVQ Level 3 in Children’s Care, Learning and Development – or be working towards completion
* Completion of Safeguarding Awareness course.
* Health & Safety certificate
* First Aid certificate
* Completion of other relevant courses
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This post requires a DBS check as there may be periods of unsupervised access to children. An Enhanced DBS, Disqualification by Association and satisfactory references will be obtained prior to commencement of employment.