



JOB DESCRIPTION

Job Title: Early Years Practitioner Key person

Responsible to: Preschool Supervisor

Overall Purpose

To be part of the Preschool team under the direction of the Preschool Supervisor and to provide safe, high quality education and care for young children.

General Responsibilities

- To assist with planning of the curriculum and effectively deliver the EYFS ensuring that the individual needs and interests of children in the setting are met (in conjunction with other team members).
- To develop your role within the team, especially with regard to being a Key Person.
- To help set up the playroom for the daily programme and help tidy away at the end of the session.
- To advise the Preschool Supervisor of any concerns e.g. over the children, parents or the safety of equipment, preserving confidentiality as necessary.
- To teach the children, offering an appropriate level of support and stimulation.
- Attend staff meetings.
- To attend in-service training courses and meetings as required.
- To keep **completely confidential** any information regarding the children, their families or other staff which is required as part of the job.
- To keep records of your Key Children's development and learning journeys and share with parents, carers and other key adults in the child's life.
- Attend and help with fundraising events.
- To undertake any other reasonable duties as directed by the Preschool in accordance with the Preschool's business plan/objectives.

This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the Preschool Supervisor

PERSON SPECIFICATION:

Essential Criteria

1. NVQ Level 2/3 qualification in Childcare or equivalent.
2. Previous experience of working with young children.
3. Willingness to attend staff meetings and training courses and to keep up-to-date with the latest ideas and developments in the early year's field.
4. Sound understanding of child development and how children learn through play and talk.
5. Good standard of literacy and numeracy and excellent communication skills.
6. Ability to be sensitive and supportive to children and families from a wide range of cultures, lifestyles and family circumstances and with a range of special needs.
7. Ability to keep clear and appropriate records on children and their progress.
8. Ability to work in a positive manner with colleagues and as part of a team.
9. Willingness to attend fundraising events.

Desirable criteria

1. Child Protection Training
2. Paediatric First Aid certificate
3. Food Hygiene certificate

Job Description – Early Years Practitioner

This post is exempt from the Rehabilitation of Offenders Act (1974) and does require a criminal records check.

Terms and Conditions

Salary Range: £8.78 - £8.94 per hour dependant on qualifications and experience

Hours of Work: Minimum 12 hours per week term time only (37 weeks a year)
Hours will increase due to demand for places within Preschool
May be required to assist at fundraising events

Contract: Permanent