



Pre-School Practitioner

Job Title:	Pre-School Practitioner
Responsible to:	Pre-School Manager
Hours:	Hours 15 -20 per week however potential to increase to become a full member of our skilled practitioner team.
Start date	April 2018
Place of work:	East Leake Pre-School Playgroup, School Green, East Leake
Pay:	£7.83 per hour
Purpose of the job:	To work as part of the pre-school team under the direction of the manager/deputy. To provide safe, high quality education and care for young children, which meets the individual needs of children attending the setting.

Closing date for this application is 12 noon on the 20th March 2018, interviews will take place the week beginning the 26th March.

Main Duties

- To teach children, offering an appropriate level of support and stimulating play experiences;
- To assist with the planning of the curriculum using the Early Years Foundation Stage (EYFS) curriculum for guidance;
- To act as a key person to a small group of children, liaising closely and building an effective relationship with their parents/carers and ensuring each child's needs are recognised and met;
- To ensure that key worker files are kept and updated regularly;
- To work in partnership with parents/carers to ensure effective communication of the playgroup and the curriculum; to exchange information about children's progress and encourage parents' involvement;
- To help to set up the playroom and playground for the daily programme and to help tidy away at the end of the session;
- To support snack times and lunch clubs within the setting;
- To ensure that the playgroup is a safe environment for children, that equipment is safe, standards of hygiene are high and that safety procedures are implemented at all times;

- To ensure that children are kept safe and that you understand when to follow child protection procedures;
- To advise the Pre-School Manager of any concerns e.g. over children, parents or the safety of equipment, preserving confidentiality as necessary; and
- To be aware of and adhere to all the setting's operational policies and procedures and risk assessments.
- To undertake any other reasonable duties as directed by the Pre-School Manager, in accordance with the setting's business plan/objective

General

- To respect the confidentiality of information regarding the children, their families or other staff, which is acquired as part of the job;
- To actively participate at staff meetings, supervision meetings and annual appraisal meetings; and
- To attend training courses and meetings as identified by the manager and keep up to date with current good practice.

Other

Staff have a responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the playgroup's Health and Safety policy and procedures.

Staff should observe the playgroup's Equality and Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality and Diversity legislation and playgroup's policies and procedures.

This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties as directed by the Pre-School Manager and/or Committee in accordance with the setting's business plan/objective

Person Specification

Essential:

- Relevant childcare qualification
- Previous experience of working with young children
- Sound knowledge of child development for children from birth to five years;
- Commitment to working effectively with young children and families;
- Willingness to learn;
- Willingness to undertake further training;
- Commitment to equal opportunities.
- Good standard of literacy, numeracy and communication skills;
- Friendly and flexible approach at work

Desirable:

- Current Level 2 Food Hygiene qualification;
- Current First Aid at Work qualification;
- Experience of working for a voluntary sector childcare setting.
- Knowledge of the Early Years Foundation Stage (EYFS);
- Knowledge of child protection procedures;
- An understanding of play based approaches to children's learning and development;

East Leake Pre-School Playgroup is committed to safeguarding and promoting the welfare of children and the successful candidate will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check.

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.