

## **Level 3 Practitioner Job Description and Person Specification**

RESPONSIBLE TO: Early Years Lead and Headteacher

### **MAIN RESPONSIBILITIES**

- To maintain a happy, secure and stimulating environment ensuring high standards of care and education
- To ensure that all legal, pre-school and Somerset Code of Practice statutory requirements are implemented and monitored, providing reports where necessary. E.g. Ofsted, Health and Safety, Fire regulations, Children's Act and Constitution
- Assume responsibility for the day to day running of the childcare provision
- Liaise with parents over the care of their children, meet prospective parents and ensure a smooth induction for new children
- Co-ordinate staff in preparing long term, medium term and short term curriculum plans which ensure that every child reaches their full potential within the pre-school curriculum
- Actively promote equal opportunities for all children, families and staff and implement the groups policies, ensuring they are kept up to date, alongside the SENCO
- To be responsible for a high quality of teaching, ensuring that staff are properly deployed and offer appropriate stimulation and support for the children
- To take part in child development reviews
- Maintain comprehensive record systems for recording the development of each child and ensure parents are kept fully informed about their child's progress and activities, liaising with each child's keyworker
- Create activity rotas to ensure comprehensive coverage of EYFS along with all Ofsted requirements
- To promote a strong teamworking environment where all members feel valued and are involved with daily decision making, and to ensure the quality of teaching is of a high standard. Support staff in making choices with regards to equipment required in the setting
- To assist in supervising snack / meal times when required and oversee that hygiene standards are met
- Work with the administrator to co-ordinate the groups waiting list and arrange visits to the setting
- Communicate with the management committee, parents, local schools, health visitors, social workers etc confidently on behalf of the pre-school whilst at the same time promoting the interests of the group
- To liaise effectively with the management committee, staff and parents, attending and contributing to staff meetings. To support management discussions and decisions
- To provide adequate information, on a regular basis to the management committee to ensure the setting is run in the most efficient way
- To demonstrate good organisational skills
- To monitor supplies and inform the Lead Teacher of any shortfalls completing the appropriate documentation
- To ensure the pre-school resources are used in a cost effective manner
- Operate within agreed budgets
- Promoting good standards of cleanliness with children and staff and ensuring at the end of each day that the setting is prepared for the start of the next day

- To undertake direct personal care / intimate care, support and assistance to children as required
- Oversee that Health and Safety checks are completed on a daily and weekly basis and oversee regular evacuation / fire drills are carried out and that staff are aware of fire procedures
- Administering First Aid as appropriate, keeping accurate records of any accidents and notifying parents accordingly. Oversee that the First Aid box contents are maintained
- Expected to support fund raising activities on behalf of the pre-school
- To attend training sessions as may be required and maintain First Aid certification and to co-ordinate in house training
- To liaise with the administrator in respect of hours, staffing and EYFS funding
- Maintain a strict confidentiality code at all times
- Ensure all security checks are made at the end of the day
- Be a keyholder for the building and check the building during the school holidays
- To maintain an up to date knowledge of current childcare issues, legislation and practices
- Demonstrate self motivation and an ability to plan strategically
- Specific responsibility as the preschool Health and Safety officer / fire officer and undertake regular H&S risk assessments
- Any further duties as requested by the Headteacher

### **Person Specification:**

#### **Essential for the post-**

- NVQ level 3 or equivalent in Early Years Care and Education
- 2 years (or more) relevant experience of working in a pre-school setting
- sound understanding of children's needs, child development and local safeguarding children including child protection procedures
- ability to lead a team of adults and experience of managing and motivating staff
- ability to work with parents and liaise with other agencies
- good communication skills
- ability to write clear reports
- commitment to equal opportunities and religious and cultural diversity
- good physical and mental health