

Green Street Green Preschool JOB DESCRIPTION and PERSON SPECIFICATION

Title:	Preschool Key Worker	Grade:	BR5
Department:	Preschool	Section:	Early Years and Childcare Service
		Reports to:	Preschool Manager

MAIN PURPOSE

To work as part of a team providing a safe, caring and stimulating environment where children can develop to their full potential.

To plan and deliver care and education according to the OFSTED requirements of the Early Years Foundation Stage curriculum.

SUMMARY OF RESPONSIBILITIES AND DUTIES

To plan, implement and evaluate activities and topics for children through a variety of activities according to OFSTED requirements.

To plan and prepare activities to reflect the interests, individual needs of the children and the relevant documentation and guidance appropriate to Early Years settings.

To be a key person for a group of children, working in partnership with the parent/carer and Preschool team to ensure the children achieve their full potential.

To record and maintain observations on the children's play, behaviour and development using the information to support future planning and sharing the information with the parent/carer.

To ensure the children are offered a safe environment throughout their Preschool day.

To be aware of children's dietary, cultural and medical needs.

To maintain suitable Preschool routines whilst also considering the individual child's needs.

To ensure that children's work is displayed and achievements acknowledged.

To attend and participate in all Preschool meetings as requested including supervision, appraisals, parent/carer meetings and staff meetings.

As part of the Preschool team, supervise and support all children in the Preschool.

To ensure that any potential safeguarding/child protection concerns are reported to the DSL team in line with the school's safeguarding policy and statutory guidelines and to record and monitor them, with action taken where appropriate.

To be flexible and willing to work in all areas of the Preschool.

Green Street Green Preschool JOB DESCRIPTION and PERSON SPECIFICATION

Title: **Preschool Key Worker** **Grade:** **BR5**

- To contribute to and implement Preschool policies.
- To respect confidentiality at all times, both written and verbal with the staff team and with parents/carers and outside agencies.
- To ensure all policies, practices, procedures and curriculum planning are delivered to reflect the diversity of our families and consider the special needs of each individual child.
- To have an in-depth understanding of and implement all Preschool policies.
- To participate in staff development and attend appropriate training as required and suggested during staff supervision/appraisals.
- To comply with all statutory requirements and policies.
- To partake of any other duties within the Preschool as requested by the Manager, EYFS Lead or Headteacher.

PERSON SPECIFICATION

Knowledge and Skills

- Excellent understanding of the EYFS curriculum and requirements;
- Experience within the Early Years Foundation Stage;
- A knowledge and understanding of room organisation, learning strategies and working with a free flow environment;
- Planning for learning in the EYFS;
- The statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN and Child Protection;
- The use of ICT to effectively support the teaching and learning and to monitor children's progress;
- Able to inspire and motivate others to succeed;
- Basic understanding of child development and learning;
- Establish and develop effective relationships with parents and the community;
- Communicate effectively (both orally and in writing) to parents and children;
- Deal with conflict in an appropriate manner;
- Be reflective and learn from past experiences;
- Show resilience and an ability to work under pressure;

Green Street Green Preschool
JOB DESCRIPTION and PERSON SPECIFICATION

Title: **Preschool Key Worker** **Grade:** **BR5**

Promote the school and Preschool aims positively;

Personal Qualities

Caring, warm and empathic.

Ability to relate well to children and adults.

Professional manners.

Approachable with a calm nature.

Well organised and methodical.

Dependable and flexible.

Motivated and enthusiastic with a good sense of humour.

Ability to self-evaluate learning needs and actively seek learning opportunities.

Qualifications

NVQ Level 2/Level 3 Childcare qualification or equivalent (essential)

Foundation Degree or BA in Early Years (desirable)

Demonstrate good numeracy and literacy skills equivalent to GCSE A-C (essential).

First aid training/training in specific medical procedures as appropriate (desirable).

Signature of Post Holder:

Date: