



JOB DESCRIPTION

Job Title: Pre-School Practitioner

Grade: TPLT 3

Main purpose of the role

To work as part of the Early Years team providing high quality provision, in a caring and stimulating environment for children aged between 2 and 4 years.

Main Duties and Responsibilities

Participate in the planning of activities and care for children, ensuring that the children's learning and developmental needs are met, and that the Pre-School provides a warm, welcoming and supportive environment to the children and their families;

Under the guidance of the Pre-School Manager to participate in the implementation of childcare plans for individual children as appropriate and required;

Assist relevant organisations and agencies in providing appropriate services to children and families in the Pre-School.

Contribute to the monitoring and evaluation processes and requirements as requested by the Pre-School Manager or Deputy Managers;

Plan and participate in community activities as identified to ensure the Pre-School has a positive profile within the local community;

Participate in maintaining the resources and equipment as required to ensure smooth and safe running of the Pre-School facilities;

Maintain appropriate records and prepare reports as required;

Act as a representative of Pre-School at a range of meetings relating to the individual needs of children and to the broader needs of the Pre-School;

Participate in ensuring Pre-School complies with the OFSTED regulations and other requirements as agreed;

Work alongside the Pre-School staff, EYFS Team, students, work experience and volunteer placements and provide support as required;

Participate in appropriate Continued Professional Development (CPD);

Undertake any other duties commensurate with the grade of the post.

General

This job only contains the main duties relating to this post and does not describe in detail the tasks required to carry them out. This job description may be amended at any time following discussion between the line manager and member of staff and may be reviewed annually.

Work Demands

Able to work to strict deadlines but also be flexible to deal with changing priorities and unforeseen circumstances which could be lengthy to resolve.

Periods of concentration will be involved to ensure compliance documents and policies are accurate and produced to a high standard.

Ensure that strict confidentiality is maintained at all times.

Physical Demands

Normal physical effort required.

Working Conditions

This role is Pre-School based but you may be expected to visit other Early Years settings with the TPLT as part of professional development. You may also be expected to visit other Primary Schools within the local area as part of the transition process.

May involve dealing with challenging situations which can require conflict resolution and dealing with emotive situations.

General Expectations

Develop and maintain working relationships with other professionals. Contribute to the management of student behaviour and security.

Review and develop your own professional practice.

Expectations of Job holder

Be aware of and comply with Trust policies as well as individual academy policies and procedures.

Be committed to safeguarding and promoting the welfare of children and young people.

Ensure that the equal opportunities policy is adhered to and promoted in all aspects of the post holder's work.

Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post.

Demonstrate professionalism towards sensitive and confidential information.

Comply with and promote Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary.

Commit to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job.

Undertake such other duties as are commensurate with the grade of the post.

Support the Trust's sustainability ambitions to reduce our carbon footprint and to act as responsible global citizens by reducing energy consumption and waste production at our schools.

Supervisory responsibility

The post holder will participate in the provision of the day care activity on a daily basis, under the management of the Pre-School Manager or Deputy Manager who will be on-site.

The post holder will work to the staff rotas to ensure cover of the opening hours of the Pre-School and inform the Pre-School Manager or Deputy Manager if unable to meet the rotas as previously agreed

The post holder will represent Pre-School at a range of meetings under the guidance of the Pre-School Manager or Deputy Manager.

Safeguarding Responsibilities

This role works directly with students and is therefore classed as regulated activity. Details of our Child Protection & Safeguarding Policy can be found on Access.

Be committed to safeguarding and promoting the welfare of children and young people.

Skills/Qualifications

Please refer to the Person Specification for full details. Please note all original qualification certificates will need to be presented on the day of interview for verification and production of these certificates forms part of the conditional offer checks.

Person Specification

Job Title: Preschool Practitioner

Assessment criteria	Essential	Desirable
Qualifications	<p>Full and relevant Early Years qualification of at least Level 3 minimum GCSE in English or equivalent level of competence.</p> <p>Willingness to undertake further training as necessary.</p>	<p>Paediatric First Aid.</p> <p>Food & Hygiene Certificate.</p> <p>Completion of Safeguarding awareness training within last 2 years</p>
Work related Experience & associated Vocational training	<p>Childcare and education experience within a school, PreSchool or nursery.</p> <p>Experience of planning activities in a childcare setting.</p> <p>Experience of working with parents and carers.</p>	<p>Extensive experience as an Early Years Practitioner within a setting such as a Pre-School, Nursery or Child Minders.</p>
Other relevant experience		<p>Experience of working alongside work experience placements.</p>

<p>Specialist knowledge</p>	<p>Understanding of child development and the needs of children.</p> <p>Comprehensive knowledge of the Early Years Foundation Stage.</p> <p>An understanding of children with additional needs.</p> <p>Awareness of Child Protection policy and procedures.</p> <p>Awareness of OFSTED requirements.</p>	<p>Awareness of services and facilities available to support children and their families.</p> <p>Experience of working in disadvantaged communities.</p> <p>Understanding of the impact of discrimination faced by disadvantaged groups.</p>
<p>Job related skills</p>	<p>Ability to record observations of children.</p>	<p>Basic IT skills e.g. Word processing, E-mail.</p>
<p>Personal skills</p>	<p>Able to build warm and positive relationship with children and their families.</p> <p>Willingness to work as part of a team.</p> <p>Effective communication and organisational skills.</p> <p>Commitment to personal and professional development.</p>	<p>Ability to provide a flexible and calm response to children and families.</p>
<p>Equality</p>	<p>An understanding, acceptance and commitment to the fundamental principles of an equal opportunities.</p> <p>To work in a way that promotes equality of opportunity and respect for diversity.</p>	

Safeguarding	<p>Evidence of a commitment to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.</p> <p>To work in a way that promote the safety and well-being of children and young people.</p>	
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