



Job Description for Pre-School Qualified Early Years Practitioner

Job title : Qualified Early Years Practitioner

Responsible to: Pre-school Manager

Responsible for: None

Purpose of the job: To work as a key person and as part of the pre-school team under the direction of the pre-school manager and the deputy to provide safe, high quality education and care for young children. To maintain a stimulating and enjoyable environment.

Main Duties:

1. To assist the Room Leader in the day to day running of the pre-school room.
2. To assist and contribute to the planning of the planning.
3. To provide a safe, creative and appropriate play opportunities for a range of age groups.
4. To ensure that all activities are inclusive for all children to take part in.
5. To help set up the playroom/s for the daily programme and to help tidy away at the end of the session, ensuring that all toys and equipment are clean and safe at all times.
6. To act as a Keyworker to a small group of children, liaising closely with parents/carers and ensuring each child's needs are recognised and met.
7. To help to develop and maintain good relationships and communications with parents/carers to facilitate day-to-day caring needs
8. To encourage parental involvement and support through the development of effective working relationships.
9. To advise the pre-school manager of any concerns e.g. over children, child protection, parents/carers or the safety of equipment, preserving confidentiality as necessary.
10. To be aware of any additional needs a child may have and to familiarise oneself with relevant Individual Learning Development Plans and support children as appropriate.
11. To support children's learning through play, offering an appropriate level of support and stimulation.
12. To monitor children progress and write report on Tapestry online Journal in line with the preschool requirement
13. To participate in activities which fall outside of normal working hours as required, e.g. Training, staff meeting, fundraising events, etc.
14. To keep completely confidential any information regarding the children, their families or other staff which is required as part of the job.
15. To keep up-to-date with current good practice.
16. To undertake any other reasonable duties as directed by the Pre-school Manager/deputy manager, in accordance with the pre-school plan/objectives.
17. To undertake continuous professional development, including short courses, reading articles, and qualifications relevant to playwork.
18. To keep up to date with legislation, the latest thinking on all aspects of the EYFS and Birth to 5 Matters & Development Matters, by reading relevant materials and attending courses as required.
19. To promote the aims and objectives of the preschool
20. To ensure the preschool offers the highest standards of physical and emotional care, health and safety at all times.
21. To understand and adhere to the preschool policies, procedures and standards at all time.



This is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties as discussed with and as directed by the Pre-school Manager.

Person Specification for Pre-School Qualified Early Years Practitioner

Essential	Desirable
<p>Skills, aptitude, knowledge and experience</p> <ul style="list-style-type: none"> • Previous experience of caring for, or working with children aged 0-5 in a voluntary or paid capacity • An understanding of the Early Years Foundation Stage • A commitment to the provision of high quality childcare • A positive approach to learning and gaining new skills through teamwork and training opportunities • Good written and verbal skills for report writing, maintaining child records and providing feedback to parents/carers and colleagues • Sound understanding of child development and of children’s needs. • Commitment to and understanding of diversity and equality. • Interest in the care, learning and development of young children 	<ul style="list-style-type: none"> • Sympathetic to the Christian ethos of the preschool and willing to uphold these values in the pre-school. • Knowledge of a pre-schools curriculum, taking into account the SEN Code of Practice, child protection procedures and equal opportunity considerations
<p>Personal qualities</p> <ul style="list-style-type: none"> • Good people skills • Punctuality • Excellent communication skills, with children, colleagues, advisors and parents/carers. • Patience • Reliability and trustworthiness • A positive approach to inclusive practice, with children and colleagues • Enthusiasm for working with young children 	<ul style="list-style-type: none"> • Flexibility – occasionally working hours might be changed, eg. if the setting hosts a Parent’s Evening • Able to work in small teams and on own initiative.
<p>Qualifications</p> <ul style="list-style-type: none"> • Completion of a recognised Level 3 Childcare qualification, eg. NVQ 3 in Children’s Care, Learning and Development • A positive approach to gaining further qualifications • GCSE grade c or above in literacy and numeracy. • Health clearance for the role. 	<ul style="list-style-type: none"> • First Aid certificate • Some understanding of the importance of Health & Safety and Food Hygiene in the workplace • Completion of other relevant courses

This post requires a DBS check .An Enhanced DBS and satisfactory references would be obtained prior to commencement of the post.