

## Oak Lodge Primary School

### Job Description

<b>Post Title:</b>	Pre-School Practitioner
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<b>Responsible to:</b>	Pre-School Manager
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<b>Responsible for:</b>	None
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**Main Purpose:**

To work as a key person and as part of the pre-school team under the direction of the manager. To provide safe, high quality education and care for young children which meets the individual needs of children attending the setting.

**Main duties:**

1. To assist with the planning of the curriculum using the Early Years Foundation Stage (EYFS) curriculum for guidance.
2. To help set up the pre-school for the daily program and to help tidy away at the end of the session.
3. To act as a key person to a group of children, liaising closely and building an effective relationship with parents/carers and ensuring each child's need are recognised and met.
4. Work in partnership with parents/carers and other family members.
5. To advise the pre-school manager of any concern e.g. over children, parents or the safety of equipment, preserving confidentiality as necessary.
6. To teach children, offering an appropriate level of support and stimulation play experiences.
7. To ensure that children are kept safe and that you understand when to follow child protection procedures.
8. To support meal times within the setting.
9. To actively participate at team meetings, supervisor meeting and appraisal meetings.
10. To attend training courses as required and to take responsibility for your development.
11. To keep completely confidential any information regarding the children, their families or other staff, which is acquired as part of the job.
12. To be aware of and adhere to all the setting's operation policies and procedures, e.g. health and safety, fire precautions, dropping off and collection of children, food safety, cleanliness of the setting etc.
13. To ensure that adequate records are kept and updated regularly.

14. To promote the pre-school to current parents and potential customers.
15. To undertake any other reasonable duties as directed by the Pre-school Manager, in accordance with the setting's objectives

#### **EQUALITIES**

Ensure implementation and promotion in employment and service delivery of the Trust's equal opportunities policies and statutory responsibilities.

**NB: 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. This post is subject to an Enhanced Disclosure and Barring check.**

<b>OAK LODGE PRE-SCHOOL</b>	
<b>PERSON SPECIFICATION</b>	
Job Title: Pre-School Practitioner	Reports to: Pre-School Manager
<b>EXPERIENCE (Essential Requirements)</b> <ul style="list-style-type: none"> <li>• Experience of working within an early years setting</li> <li>• Up to date knowledge and clear understanding of the requirements in EYFS</li> <li>• Experience of planning within the EFYS curriculum</li> <li>• Willingness to attend meetings and training appropriate to the role</li> <li>• Experience of working with children with additional needs</li> </ul>	
<b>QUALIFICATIONS/TRAINING (Essential Requirements)</b> <ul style="list-style-type: none"> <li>• NVQ Level 3 in childcare and education or equivalent (Level 2 may be considered)</li> <li>• Good numeracy/literacy skills</li> <li>• A knowledge and skilled use of a range of learning styles and teaching strategies to support children's learning</li> <li>• Current paediatric first aid qualification</li> <li>• Safe guarding children and child protection training</li> </ul>	
<b>KNOWLEDGE/SKILLS (Essential Requirements)</b> <ul style="list-style-type: none"> <li>• An understanding of the development of children from birth to five.</li> <li>• Knowledge of how to support children with a variety of additional needs</li> <li>• Be able to support children's learning by delivering small group and one to one inputs.</li> <li>• Be able to make skilled and insightful observations, assessments and reports on individual children's progress and development</li> <li>• Models excellent language and behaviour</li> <li>• The ability to extend children's thinking through effective questioning</li> <li>• Takes an active involvement in the planning of the EYFS throughout the pre-school and within small group activities</li> <li>• Has the ability to communicate effectively with children, families and colleagues</li> <li>• Has an up to date knowledge of relevant legislation and guidance in relation to working with and the protection of children</li> <li>• Has a commitment to the protection and safeguarding of children</li> <li>• Is willing to work within organisational procedures and processes and to meet the required standards of the role</li> <li>• Can use ICT effectively to support learning</li> <li>• Familiarity with the Special Educational Needs Code of Practice</li> <li>• Work constructively as part of a team, understanding the settings roles and responsibilities and own position within these</li> </ul>	