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| **Job Description**  |
| **Post Title:**  | Pre-School Practitioner  |
| **Responsible to:**  | Pre-School Manager /Deputy Pre-School Manager |
| **Responsible for:**  | None  |
| **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.
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| 1. To promote the pre-school to current parents and potential customers.
2. 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.**  |
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