



Job Description for Early Years' Practitioner

Purpose of job:

- To work as a key person and as part of the pre-school team under the direction of the pre-school manager to provide safe, high-quality care and education for young children.
- To work in close partnership with parents to deliver personalised learning, development and care to help children to get the possible start in life.

Key Responsibilities:

- To work as part of the team ensuring the smooth day-to-day operation of North Leigh Pre-school.
- Encouraging children to develop social skills and discover more about the world through play.
- Helping children to develop number and language skills through a wide variety of activities.
- To be a key person to a small group of children and maintain accurate records that will include observing and assessing children and producing written reports.
- Take an active role to develop and deliver a play-based curriculum to meet the differing needs of children and enable their individual potential to be realised.
- Supporting children to explore the outdoors.
- To liaise with the Pre-school Manager and SEND co-ordinator to ensure children's individual needs are met.
- Changing nappies and taking care of children's personal needs. Helping them to learn to dress themselves, use cutlery and use of the lavatory.
- To supervise children and ensure that all health and safety and child protection requirements are met.
- To build and maintain effective communication and positive relationships with the children, staff, the management committee, parents, carers, families and relevant professionals, whilst respecting appropriate confidentiality. Encourage parental involvement in the pre-school.
- To keep completely confidential any information regarding the children, their families or other staff member which is learned as part of the job?

- To undertake any agreed and relevant training and attend regular team meetings.
- To take part in special events, outing and visits.

Conditions of employment:

- Salary £11.50 - £12.00 per hour dependent on experience and qualifications.
- Hours: 37.5 – (7.30am – 3.00pm) – Monday – Friday – Term time only
- Annual leave entitlement: 6 weeks paid annual leave, during school holidays, plus bank holidays
- Sick pay: In accordance with North Leigh Pre-school terms and conditions of employment as stated in Contract of Employment. Not applicable during probationary period.
- Probationary period: All posts within North Leigh Pre-school are subject to a 3 months probationary period.
- DBS: This post is subject to a Disclosure and Barring Service enhanced check. (previously known as CRB, Criminal Records Bureau)
- Equal opportunities: North Leigh Pre-school is an equal opportunity employer offering appropriate training and development opportunities to all employees.

PERSON SPECIFICATION FOR PRE-SCHOOL ASSISTANT AT NORTH LEIGH PRE-SCHOOL

Essential	Desirable
Qualified to a minimum of level 2, preferably level 3 relevant Early Years' qualification. (or working towards)	Previous experience working with children 2 – 5 years old.
Good working knowledge of the Early Years Foundation Stage.	Knowledge of managing children's behaviour
Good understanding of children's development Good literacy and numeracy skills Good interaction and communication skills with children and adults	To hold a current paediatric first aid qualification To have current training in the knowledge of 'safeguarding children'
Energy and enthusiasm for engaging young children in a range of different activities.	Show evidence of knowledge regarding Early Years' Foundation Stage.
Flexible attitude and good team/working practice.	Knowledge of SEND
Good understanding of the need to work in partnership with parents/carers.	
Need to be well organised with planning and paperwork.	
Desire to embark on additional training.	

