



JOB DESCRIPTION: EARLY YEARS PRACTITIONER

Job Title:	Early Years Practitioner
Responsible To:	Pre-School Manager
Responsible For:	None
Purpose of Role:	<p>To work as a key person and as part of the pre-school team under the direction of the Pre-School Manager.</p> <p>To provide safe, high quality education and care for young children that meets the individual needs of children attending the setting.</p>

Safeguarding Requirements

You and Me Pre-School is committed to safeguarding and promoting the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

Main Duties

- To assist with the planning of the curriculum using the Early Years Foundation Stage (EYFS) for guidance.
- Carry out observations to establish children's individual development in addition to their general health and wellbeing needs. Using the nursery management information system, maintain a consistent standard of observation and assessment records, including the 2-year-old progress check.
- To help set up for the daily programme and tidy away at the end of the session.
- To act as a key person to a small group of children, liaising closely and building an effective relationship with parents/carers, and ensuring each child's needs are recognised and met.
- To be aware of any special educational needs (SEN) or disability a child may have, and work with other staff as appropriate to ensure each child's individual needs are known and met.
- To provide a learning environment that is free from discrimination where each child is listened to, valued and respected.
- To work in partnership with parents/carers and other family members. Offer support and guidance, and ensure parents/carers are regularly involved in discussion about their child's progress.
- To be aware of and share data about the progress of key groups of children.

- To advise the Manager of any concerns, e.g. health and wellbeing of children, parents or the safety of equipment, preserving confidentiality as necessary. To assist in assessing risks to protect children from dangerous or harmful situations.
- To share any welfare or child protection concerns immediately with the Manager.
- To take action to support the setting in achieving and maintaining a minimum 'Good' Ofsted rating at the next inspection.
- To teach children, offering an appropriate level of support alongside stimulating play experiences.
- To ensure that children are kept safe and that you understand when to follow child protection procedures.
- To read, understand and adhere to all policies and procedures relevant to the role and the safe running of the setting.
- To actively participate at team meetings, supervision meetings and appraisal meetings.
- To attend training courses as required and to take responsibility for personal development.
- To maintain full confidentiality for any information regarding the children, their families or other staff that is acquired as part of the job.
- To be aware of and adhere to all the setting's policies and procedures [optional: including those relating to confidentiality, equality and diversity, health and safety, fire precautions, dropping off and collection of children, food safety, cleanliness of the setting, safeguarding, setting hygiene and whistleblowing. This is not an exhaustive list of the setting's procedures].
- To ensure that adequate records are kept and updated regularly.
- To promote the setting to current parents and potential customers.
- To comply with the requirements of the UK General Data Protection Regulation.
- To keep up to date with current good practice.

This job description is not an exhaustive list of duties, and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager. The post holder is also expected to be flexible and adaptable in their approach to fulfilling their duties.

Person Specification

Essential Criteria

- It is a statutory requirement that: "staff have a sufficient understanding and use of English to ensure the wellbeing of children in their care." Section 3.26, EYFS (2014).
- Willingness to learn and undertake further training.
- Level 2 Early years education and childcare qualification or equivalent
- Previous experience of working with young children.

- Sound knowledge of child development from birth to five years.
- Knowledge of the Early Years Foundation Stage (EYFS).
- Knowledge of safeguarding and child protection procedures.
- Good communication skills.
- An understanding of play-based approaches to children's learning and development.
- A commitment to continuously promoting a culture of safeguarding.
- A commitment to equal opportunities, equality, diversity and inclusion.
- A commitment to working effectively with young children and families.
- A friendly and flexible approach at work that facilitates the development of effective relationships.
- Ability to work effectively as part of a team.

Desirable Criteria

- Level 3 early years education and childcare qualification or equivalent
- Current First Aid at Work qualification.

This post is exempt from the Rehabilitation of Offenders Act (1974) and requires an enhanced Disclosure and Barring Service Check. Applicants must be prepared to disclose any convictions they may have and any orders that have been made against them.