JOB DESCRIPTION Pre- School Practitioner Hunter Hall School

Responsible to: EYFS leader/Headteacher

Location: Hunter Hall

Job purpose:

Responsible for working in our Pre- School with children aged 3 – 5 years throughout the day and taking an active roll in after school care duties.

Responsible for curriculum planning within the setting and to oversee the day to day provision in Pre-School

Safeguarding children - ensuring excellent high-quality childcare and planning activities appropriate to the age and development of the children.

Take an active role within the EYFS team

Duties:

1. To assist the EYFS team in providing a friendly, caring and relaxing environment in order to encourage and develop children in our care.

2. To work alongside the EYFS team and as a member of the Hunter Hall community.

3. To work alongside staff in training and help to maintain a proactive and professional team.

4. To ensure all daily routines are adhered to and records are kept up to date.

5. To maintain staffing levels, arranging cover along with the EYFS leader when needed.

6. To plan and carry out activities in line with the Statutory Framework for the Early Years Foundation Stage, Setting the Standards for Learning, Development and Care for children from birth to five, ensuring they meet with the Early Learning Goals.

7. Ensure assessments/evaluations are regularly completed.

8. Ensure children get the best start in life by working in close partnership with parents/carers to develop independence, confidence, and self-esteem; building children's resilience and wellbeing.

9. Support staff development and work closely with other staff and professionals.

10. To communicate with parents and other visitors in a calm, friendly and efficient manner.

11. To provide an effective key worker system overseen by the EYFS leader.

12. To liaise with the EYFS leader to provide a smooth transition for children to school.

13. To ensure your specific duties regarding Health and Safety including fire procedures are understood and actioned.

14. To attend EYFS meetings.

15 . To attend meetings outside normal working hours when necessary.

16. To help in the organisation of parent key worker meetings.

17.To be responsible for opening and closing of the Pre- School when necessary.

18. To keep abreast of current issues and attend training as necessary.

22.To carry out any ad hoc projects or duties as requested by your line manager.

23. To assist with the after-school care rota

24. To assist with holiday club when necessary

25. To create a warm and welcoming environment and ensure that all children attending Pre-School receive rich and stimulating experiences appropriate to their age and stage of development.

26. Support the development of good practice with regards to special needs and inclusion.

27. To ensure that provision in Pre-School meets the requirements of the local EYDCP in relation to Pre-School education grant funding for three and four- year- olds.

Person Specification Criteria

	Essential	Desirable
Qualifications Hold a full and relevant Early Years childcare qualification Level 3 or above NNEB or relevant childcare qualification in accordance with Ofsted / ISI	✓	
Relevant First Aid Certificate	✓	
Further training or qualification in childcare		✓
Enhanced DBS clearance and related safeguarding check requirements	✓	
Completion of courses/ training in effective supervision and/or management		✓
EXPERIENCE/KNOWLEDGE		
Significant post-qualification experience in a day care setting working with children aged 3 to 5 years	✓	
Sufficient experience of fulfilling a supervisory role within a day care setting, working with children aged 3 to 5 years	✓	
Expert knowledge in the provision of high-quality care to children aged 3 to 5 years	✓	
Expert knowledge of Ofsted/ISI requirements for the provision of safe care to children aged 3 to 5 years		✓
Knowledge of health & safety requirements for the environment in which children aged 3 to 5 years are	✓	

cared for		
Have experience of working within a school environment		✓
Have experience of working within the Independent school sector		✓
Have experience of working with children with additional needs		✓
SKILLS		
Good oral and written communication skills	✓	
Able to be part of, and motivate a team	✓	
Numerate	✓	
Able to plan and manage own workload	✓	
Highly effective supervision skills	✓	
Good IT skills – able to use Microsoft Office (Word and Excel) and e-mail	✓	
Strong personal commitment to an understanding of equality of opportunity and diversity and its delivery.	✓	
Are familiar with the new early years framework from September 2021	✓	
ATTRIBUTES		
Motivated with high energy levels and stamina	✓	
Positive outlook	✓	
Caring and friendly personality	✓	
Reliable, responsible and trustworthy	✓	
Flexible and adaptable	✓	