



TAMAR VALLEY PRE-SCHOOL
THE QUAY, CALSTOCK, CORNWALL PL18 9RW

Registered as an educational charity

JOB DESCRIPTION

JOB TITLE: PRE-SCHOOL PRACTITIONER

BASED AT: TAMAR VALLEY PRE-SCHOOL

RESPONSIBLE TO: PRE-SCHOOL MANAGER AND PRESCHOOL COMMITTEE

JOB PURPOSE: To provide support to the manager of Tamar Valley Pre-school, ensuring legal requirements and quality standards are met at all times.

To act as part of the staff team working with the children.

GENERAL RESPONSIBILITIES:

To participate in the efficient and safe day-to-day running of the pre-school and overall delivery of a high-quality service.

To contribute to ensuring that the pre-school provides a safe, caring, stimulating educational environment, both indoors and outdoors, at every session.

To participate in planning an appropriate play based Early Years Foundation Stage (EYFS) curriculum that enables children to make individual progress

To be responsible for key children, complete observations and update the children's files in good time.

To ensure the pre-school meets Ofsted requirements at all times

To understand and work to the pre-school policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies

MAIN DUTIES:

1. To support the overall management of Tamar Valley Pre-school by ensuring that legal requirements, safeguarding and quality standards are met at all times.
2. Work to the EYFS and Tamar Valley Policies and Procedures at all times.
3. To participate in planning, with staff colleagues, an appropriate play-based curriculum which is based on children's current interests and stages of development and which allows children opportunities for learning and development in all key areas of learning both indoors and outdoors.
4. To take responsibility for your key children and that regular observations are carried out on all children and their progress recorded and shared with parents, both formally and informally.
5. To attend staff meetings when required.

PRE-SCHOOL SESSION MANAGEMENT:

6. To work as part of a team to ensure appropriate equipment and materials are set up before the children arrive, both indoors and outdoors, and are tidied away at the end of every session and the room left clean for the next session.
7. To ensure, as part of a team, that all activities, equipment and other resources are presented attractively with the support of appropriate books.
8. To ensure appropriate paperwork is kept during each session, to include accident books, medication records, risk assessments etc.
9. To be responsible as part of a team that children are properly supervised at all times both indoors and outdoors and that appropriate adult child ratios are maintained at all times.
10. To ensure all health, hygiene and safety issues are addressed.
11. To report any safeguarding issues to the Safeguarding Lead and keep a written record of concerns.

WORKING WITH PARENTS AND PROFESSIONALS:

12. To communicate with parents in a positive, sensitive and constructive manner, encouraging parental involvement in the sessions.
13. To work in partnership with a range of professionals in the EYFS area and across the locality.

GENERAL:

14. To ensure that the pre-school implements its Equal Opportunities policy and is welcoming to children and families from all cultures, family groups and circumstances and with or without special needs.
15. To actively challenge discrimination of all kinds and ensure that staff and volunteers within the pre-school do the same.
16. To continually evaluate and reflect on your own practice. To keep up-to-date with the latest ideas and developments in the early years field through attending training courses and reading relevant publications.
17. To attend regular supervision meetings and work closely with the Tamar Valley Manager and Pre-school Committee.

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 Manager and the Pre-School Committee.

Pre-School Practitioner – Person Specification:

Essential	Desirable
<p>Qualifications and Training</p> <p>A CWDC recognised full and relevant Level 3 Childcare qualification. (or working towards) Completion of Safeguarding Foundation course (Group 3) within the last 3 years</p> <p>Knowledge and experience</p> <p>Proven experience of working within a childcare setting Good Knowledge and experience of working within the Early Years Foundation Stage statutory framework</p>	<p>Forest School qualification</p> <p>Awareness of developing technologies and their place in the learning environment Experience of working with a management committee.</p>

<p>Experience of keeping written records of children’s achievements including observations Understanding and recognition of the principles of equality and diversity Knowledge of child development and learning processes and understanding of particular barriers to learning Experience of maintenance and upkeep of resources</p> <p>Skills and Abilities</p> <p>Ability to inspire and engage children. Willingness to learn how to plan appropriate activities Ability to work independently using own initiative Ability to work as part of a team. Ability to manage multiple tasks, whilst ensuring children, colleagues, parents and carers are respected and listened to. Consistent approach with children and parents</p>	<p>Knowledge and understanding of the type of external support that is available to support children’s development and how to access these services.</p> <p>Ability to effectively use ICT to support learning or to undertake training to do so Ability to use other technology to support learning e.g. video, photocopier, etc.</p>
<p>Personal qualities</p> <p>Excellent communication skills Enthusiasm for learning and working with children Reflective approach and commitment to personal development Organised and able to meet deadlines. Caring, friendly, approachable, open, inclusive, welcoming, and personable Able to maintain confidentiality at all times</p>	