

Yarburgh Community Preschool

Job Description



Early Years Practitioner

Job title	Early Years Practitioner
Responsible to	Preschool Manager
Purpose of the job	To provide high quality care and education in a safe, well-regulated environment for the children who attend the preschool.

Yarburgh Community Preschool 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.

Summary of responsibilities

1. To provide a high standard of physical, emotional, social and intellectual care for children in the setting.
2. To work as part of a team in order to provide an enabling environment in which all individual children can play, develop and learn.
3. To build and maintain strong partnership working with parents to enable children's needs to be met.
4. To effectively deliver the EYFS ensuring that the individual needs and interest of children in the setting are met (in conjunction with other team members).

Main duties

Ensure a safe environment for the children and adults of the school

- Understand and adhere to the Safeguarding and Child Protection policy at all times
- Be familiar with and adhere to all Preschool policies and procedures
- Ensure the highest standards of hygiene, cleanliness, health and safety
- Ensure all equipment is well maintained and safe to use

Provide high quality care and education for the children

- Listen to, encourage and stimulate the children
- Provide purposeful play for the children with a mix of adult-led and child-initiated activity; scaffolding and extending their learning.
- Support the learning and development of each key child and carry out any focus child activities.
- Make regular observations of all children and update electronic learning journals.
- Help prepare the setting at the beginning and end of the sessions.

- Prepare and supervise snack time.
- Assist the children with personal hygiene issues as necessary.
- Assist in setting up preschool for new terms and clearing up at the end of term.
- Advise the supervisors of any matters requiring attention, such as concerns about a child or equipment needing repair or replacement.
- Liaise with and be a key point of contact for parents, especially for key children; attend parent consultations and new parents' evenings.
- Take part in special events and outings that support the curriculum.
- Attend staff meetings, the AGM (and committee meetings where possible) and support fundraising events.
- Undertake additional duties appropriate to the level of the post as may be required from time to time
- Keep completely confidential any information regarding the children, their families or other staff, which is learnt as part of the job, providing it does not present a risk to, or affect the wellbeing of any members of the group

Person specification

Essential

- CACHE Level 3 certificate in Childcare & Education
- A sound understanding of the Early Years Foundation Stage (EYFS)
- Strong verbal and written communication skills to ensure the wellbeing of preschool children
- Previous experience of working in a child centred environment
- Passion and enthusiasm for the role working in a charitable parent-run preschool
- Ability to work collaboratively with other team members
- Strong interpersonal skills at all levels including children, staff and parents
- Ability to manage own workload and competing priorities
- Commitment to equal opportunities, inclusion and understanding of religious and cultural diversity
- Willingness to undertake relevant training in own time as required for the role
- A good understanding of child development, the needs of children and what constitutes good quality childcare
- An understanding of child protection, confidentiality and health and safety issues

Desirable

- Paediatric first aid and/or safeguarding and/or basic food hygiene
- At least 2 years childcare experience with a sound understanding of the EYFS

Please note that this job description is not exhaustive and you are required to carry out other duties in line with your role.

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 which have been made against them.