



Pre-School Practitioner Job Description

Job title: Pre-school Practitioner

Purpose of post

- To ensure a high standard of physical, emotional, social and intellectual care for all children in their care
- To ensure all children are safeguarded and their welfare and safety is promoted
- To give support to other team members within their immediate room and within the setting
- To work as part of a team in order to provide an enabling environment in which all individual children can play, learn and develop.

Responsible to

Preschool Manager

Main duties

- To have the specific knowledge and skills required to work effectively with children of this age
- Assist with a programme of activities that meet the individual needs and interests of children in your area in conjunction with other team members and the EYFS Lead
- To follow the Pre-School safeguarding procedure to ensure all children are kept safe, well and secure and ensure all team members are able to do the same
- To keep records of your key children's development and learning journeys, share this with parents, carers and other key adults in the child's life and institute reviews for parents, in conjunction with the EYFS Lead
- Support work with the Manager in the early identification and intervention for children with possible special needs and give physical, emotional, intellectual guidance as appropriate
- To conduct an end of Pre-School review of each key child to send to/take to school to allow new provision to have a clear understanding of each child's key strengths and areas for development
- To engage in good team working
- To seek out any training or support you may require to fulfil your roles and responsibilities
- Ensure all record keeping is accurate and up-to-date within your designated area, including learning journeys of all children in your room, accident forms, and any other forms/records required for the child's welfare, learning and development
- Ensure room checks and outdoor checks are conducted in line with Pre-School procedures
- Liaise with and support parents and other family members
- To be involved in out of working hours activities, e.g. training, monthly staff meetings, parents evening, fundraising events etc.



- Undertake certain domestic jobs within the Preschool, e.g. preparation of snack meals, cleansing of equipment and such other duties and responsibilities of an equivalent nature as may be determined from time to time by the EYFS Lead
- Work alongside the EYFS Lead, Manager and staff team to ensure that the Pre-School philosophy is fulfilled
- Read, understand and adhere to all policies and procedures relevant to your role as deemed appropriate by the Principal. Support team members to do the same and ensure all policies and procedures are followed
- To ensure good standards of safety, hygiene and cleanliness are maintained at all times and be responsible for the health and safety standards appropriate for the needs of young children
- Ensure someone known and agreed by the setting and parent collects each child
- To ensure confidentiality of all information received by all team members in your area
- To ensure that the principles of the Foundation Phase and its Areas of Learning are understood and applied in a way appropriate to the age, abilities and stage of development of children in your care and the nature of the provision

Specific childcare tasks

- To support and facilitate the preparation and completion of activities to suit each individual child's stage of development and interests
- To ensure that mealtimes are a time of pleasant social sharing
- Washing and changing children as required
- Ensuring a poorly child is kept calm and warm and parents are notified immediately in order for the child to be collected
- To develop and maintain strong partnerships and communications with parents/carers to facilitate day-to-day caring and early learning needs
- To ensure the provision of a high-quality environment to meet the needs of individual children regardless of any disabilities, family backgrounds or medical history
- To be aware of the high profile of the Pre-School and ensure you uphold its standards at all times, both within work hours and outside.

Date:.....

Name:

Signed: