



Cheddar First School

Where Every Child Is at the Heart

Job Description: Preschool Practitioner

Post:	Preschool Practitioner
Reporting To:	EYFS Lead

Job Purpose:

- To provide a high standard of physical, emotional, social and intellectual care for children place in the setting.
- To give support to their staff within the setting.
- To work as part of a team in order to provide an enabling environment in which all individual children can play, develop and learn.
- To build and maintain strong partnership working with parents to enable children's needs to be met.

Duties and Responsibilities

- To assist in the provision of a high quality pre-school, that adheres to EYFS and OFSTED requirements through planning, effective room organisation and provision of Early Years Resources, to develop a high quality play environment both indoors and outdoors which meets each child's individual needs, in accordance with the areas of learning and development, and characteristics of effective learning.
- To keep records of your key children's development and learning journeys and share with parents, carers and other key adults in the child's life.
- Liaise and support all staff and engage in a good staff team.
- To develop and maintain strong partnerships and communication 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 having an awareness of any disabilities, family cultures and medical histories.
- To advise manager/deputy of any concerns, e.g. over children, parents, the safety of the environment, preserving confidentiality as necessary.
- To be involved in out of working hours activities, e.g. training, monthly staff meetings, summer fayre, etc
- To be flexible within working practices of the setting, undertaking other responsible duties where needed, such as domestic tasks, preparation of snack meals, cleansing of equipment, etc.
- To work alongside the manager and staff team to ensure that the setting's philosophy is fulfilled.
- To read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting.
- To develop your role within the team, especially with regard to being a key person



Part of the

Wessex Learning Trust

- To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job.
- To be aware of the high profile of the setting and to uphold its standards at all times, both in work hours and outside.
- To support nursery assistants, students and volunteers.
- To ensure good standards of safety, hygiene and cleanliness are maintained at all times.

Additional information

- The post holder will be based at Cheddar Preschool in Cheddar but could be expected to travel to other Wessex schools, as necessary. Mileage will be paid.
- The Wessex Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff working within the Trust are expected to share a commitment to doing this. You will be expected to follow and promote the procedures in the child protection and safeguarding policy and report any concerns in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children and young people gives cause for concern the Trust's child protection procedures will be followed alongside implementation of the Trust disciplinary procedures.
- Ensure the aims, priorities and policies of the Trust are adhered to.
- Act as a positive representative of the Trust and its learners in all circumstances and at all times.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and to maintain a professional standard of demeanour and dress.
- Carry out any other duties as reasonably requested by the EYFS Leads, Headteacher, SLT and Operations Officers.
- Attending relevant meetings, as required.
- Participating in training and other learning activities and performance development, as required.
- Uphold the responsibility and duty of confidentiality.
- Have excellent literacy and numeracy skills.
- Demonstrate excellent communication skills.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Establish constructive relationships and communication with all staff and other agencies/professional.
- This job description is current as at the date shown, and whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified. The job description will be reviewed annually as part of the appraisal process or at other appropriate times as determined by the Trust.



In addition, any other comparable duties as the Headteacher may require from time to time.

I have read the Job Description and I agree to carry out the above duties as and when required.

Headteacher/Line Manager's Signature:	
Date:	
Post Holder's Signature:	
Print Name:	
Date:	

Personnel Specification – Preschool Assistant

Attributes	Criteria	How Identified	Rank
Education and Training	1. Minimum of a relevant and recognised Level 3 qualification	A	Essential
	2. Evidence of ongoing personal development training	A & I	Desirable
	3. Desire to continue with professional development	A & I	Desirable
	4. To gain a recognised Professional Status i.e. Early Years Professional Status (EYPS)	A & I	Desirable
	5. Recent Paediatric First Aid certificate	A	Desirable
	6. Basic Food Hygiene	A	Desirable
Relevant Experience	7. Experience in working with children	A & I	Essential
	8. Experience of working in an early years setting	A & I	Desirable
	9. Experience of implementation of EYFS	A & I	Desirable
	10. Experience of working in partnership with parents	A & I	Desirable
	11. Experience in working with babies	A & I	
General and Special Knowledge	12. Knowledge of legislation relevant to Early Years such as EYFS, SEN, safeguarding, Childcare Act 2006	A & I	Essential
	13. Knowledge of Child Development and children's needs	A & I	Essential
	14. Ability to work with parents/carers/families to encourage partnership working	A & I	Essential
Skills and Abilities	15. Ability to communicate well with adults and children	A & I	Essential
	16. Ability to work as part of a team	A	Essential
	17. Ability to write legibly	A	Desirable
	18. Good presentation skills	A	Desirable
	19. Possess a level of general computer literacy with a range of IT skills.	A & I	Desirable
	20. Good organisational skills	A & I	
Any Additional Factors	21. Ability to demonstrate creative abilities	A & I	Desirable
	22. Understanding of Equal Opportunities	A & I	Essential
	23. Awareness of Health & Safety and practical Hygiene issues	A & I	Essential
	24. Ability, flexibility and willingness to take on other responsibilities or duties as deemed necessary	A & I	Essential

Key:

A = Application

I = Interview