



Preschool Level 3 Practitioner Job Description

Name of setting:	St Cuthbert's C of E Academy, Infants and Pre - School
Job Title:	Pre-School Level 3 Practitioner
Reports To:	Pre-School Manager
Main Purpose of Job	
<p>St Cuthbert's Academy Pre-School will offer fully inclusive early education integrated with childcare and the Academy's Wrap around care provision. The postholder's main purposes are to:</p> <ol style="list-style-type: none">1. Assist in the integrated delivery of the educational provision to a specified age range of children.2. Work in partnership with staff, parents, carers and their children and adopt a flexible, professional approach in promoting the development, welfare and potential of all children attending the Pre-School.3. Provide high quality, stimulating, inclusive, fully integrated childcare and Pre-School education and development provision for children under five.4. Work in partnership with the Wessex Learning Trust Early Years Team, the Early Years Lead and Senior Leadership Team at the Academy.	
Main Responsibilities and Duties:	
<ol style="list-style-type: none">1. To have responsibility for a number of children attending the setting, working in partnership with families, ensuring the development of individual children's childcare needs, social skills and pre-school education and behaviour management are met at all times. Working within the framework established by the Pre-School Manager, Early Years Team, Academy EY Lead and the Headteacher, duties will therefore include:<ol style="list-style-type: none">a) Providing high quality childcare and pre-school education for the under-fives, which includes a wide range of activities and opportunities to enable children to achieve their full potential.b) Assist in provision of a happy, warm, caring and safe environment for children, accessible to all and ensure a smooth induction for new children.c) To integrate children and parents with disabilities, sensitively and positively into the pre-school, promoting participation in a range of quality activities.d) To assist the Pre-School Manager in the provision of a high quality and stimulating Early Years Curriculum which adheres to OFSTED requirements through planning, effective room organisation and provision of Early Years Resources.e) To develop a high quality and stimulating play environment both indoors and outdoors which meets each child's individual needs, in accordance with the Early Years Foundation Stagef) Maintaining comprehensive and adequate records for the recording of each child's development in order to liaise with parents/carers to highlight the needs of their children and sharing developmental and emotional information and progress on a regular basis.2. To assist the Pre-School Manager in ensuring the maintenance of adequate systems and standards to ensure the health and safety of staff and children are maintained at all times in relation to safety, cleanliness, hygiene and safeguarding for children attending the pre-school through the maintenance of prescribed standards and repair of equipment and premises' food	

hygiene and knowledge of the safeguarding procedures and child protection issues.

3. To have an overall knowledge of and provide a service which values and respects the race, religion, language, culture and needs of all the children and families using the pre-school.
4. To be aware of and work within various statutory frameworks and legislation e.g. Health and Safety, OFSTED and the Early Years Foundation Stage.
5. To be aware of and work within various Trust, School and Pre-School policies, procedures, guidelines.
6. To participate in regular supervision, staff meetings and training as required.
7. Participate in and be a part of a strong, positive team working environment.
8. To provide flexibility in covering other staff at short notice in the event of unforeseen circumstances.
9. Inspire staff and pupils with the highest standards and expectations.
10. Attend relevant meetings, participate in training and other learning activities and performance development, as required.
11. Take on additional duties and/or responsibilities, as required by the Executive Leadership Team of the Wessex Learning Trust.
12. Support the provision for wrap around care (Breakfast and Afterschool club).
13. Set up the classroom ensuring the environment is stimulating and engaging for all children, meeting the curriculum intent and the children's needs.
14. Ensure the confidentiality of information and data which relates to the children, families or other staff members.

SUPPORTING PROCESSES

Problem Solving and Creativity

The post holder is required to work in creative and imaginative ways with children and to assist the pre-school manager to plan activities ensuring that they relate to the children's developmental and emotional needs that meet the early years foundation stage and Ofsted frameworks. This may also include assisting the pre-school manager or other staff members in identifying children that are not progressing and to identify their areas of need and support required.

With support from the pre-school manager, there is a requirement to develop individual programmes involving new innovative approaches to meet problems as they arise. This may include developing play activities, creating specific learning aids, research and adaptation to meet cultural and family needs.

Decision Making

Decisions are taken relating to advising families about appropriate learning and care of their children. Decisions are taken daily as to the childcare/learning & development provision provided.

Contacts and Relationships

It is an essential element of the job to build and maintain a range of close contacts and relationships with children, young people and families and other professional staff.

There are frequent / daily contacts with care professionals, voluntary bodies and other agencies relating to client needs. These involve receiving and passing information about children, or about individual tailored packages of support.

Additional Information

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.

This post will require online checks to be undertaken and an enhanced DBS check, as well as medical clearance.

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 Headteacher/ Wessex Learning Trust.

Knowledge, Skills and Experience

Knowledge of children's needs, both developmental and emotional, experience of care work to achieve competence. Level 3 childcare qualification essential.

Literate, numerate, food hygiene certificate and Paediatric first aid an advantage. Requires sound communication skills and to be sensitive to families.

Understanding of the 2004 Children Act, 2006 Childcare Act.

Agreed that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder: Date:

Pre-School Manager: Date:

Headteacher: Date: