

# BEETLEY & DISTRICT PRESCHOOL

The Mobile, St Mary's CP School  
Elmham Road, Beetley  
Dereham NR20 4BW  
Registered as a Charity Number 1181636

***This setting is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

## JOB DESCRIPTION

**JOB TITLE:** Early Years Practitioner

**RESPONSIBLE TO:** Preschool Manager

**HOURS OF WORK:** Operational hours 8.00am – 4.30pm Monday – Friday term time only. Working hours will be within this timeframe and confirmed upon appointment.

### Responsible for:

Providing quality education and care for children mainly 2-5 years old.  
Developing partnerships with parents/carers to increase involvement in children's education.  
Work with all other staff members, students and volunteers in the setting.  
Implement daily routines and care at the setting.

### Main Purpose:

To work as a member of the team at Beetley & District Preschool to ensure that a balanced programme of integrated education and childcare provision is delivered which meets individual needs.

Support home/preschool partnerships.

To ensure that, as a team member, the preschool meets required standards as laid down by the Early Years Foundation Stage (2008/2012/2014/2021), Norfolk County Council and Ofsted.

### Key Responsibilities:

#### Health & Safety

- **Safeguarding** – understand and adhere to the setting's safeguarding policies and follow procedures to keep children safe and secure and ensure that others at the setting are adhering to the policy.
- Report safeguarding concerns about any adult working in the setting to the manager following the setting's procedure regarding whistle-blowing.

- Adhere to policies and procedures prioritising health and safety legislation and requirements.
- Bring to the attention of senior staff any health and safety requirements, which become obvious. In the event of any immediate danger to take appropriate action to reduce risk of physical danger to children, parents, visitors or staff.
- Share responsibility for ensuring the health, cleanliness and safety of the children and their environment at all times.
- Be fully aware of all emergency and security procedures e.g. record keeping for registration, collection & non collection of children and fire safety procedure.
- Ensure the highest of hygiene and cleanliness standards during care routines e.g. nappy changing, food preparation and disposal of rubbish.
- Adhere to the settings code of conduct.
- Check equipment and toys to ensure they are in good condition. Remove damaged/dangerous equipment as appropriate and inform the Pre-school Supervisor.
- Undertake Child Protection, Behaviour Management, First Aid, E-safety and Food Hygiene training as required.

### **Childcare & Education**

- Support the emotional, physical, social, spiritual and intellectual needs of all children attending the setting.
- Observe, extend and support children's learning.
- Respect the confidentiality of children and their families.
- Support planning, preparing and delivering a program of activities and experiences suitable to the age range of the children which promote children's learning and development in conjunction with other staff, using the Early Years Foundation Stage (2008, 2012, 2014 & 2021).
- Play with, listen to, encourage and involve children in a variety of activities appropriate to their age and abilities to stimulate their learning.
- Provide a service that respects children's life experiences and celebrates diversity in terms of language, culture, ability, race and religion.
- Ensure that snack time and lunch time are valuable social occasions.
- Support others to maintain accurate and effective children's records.
- Work in partnership with the setting Special Educational Needs and Disabilities coordinator (SENDCO) and other agencies and professionals as appropriate e.g. Speech and Language therapist (SALT), Ofsted, Early Years Advisor, Children Centre staff etc.
- Demonstrate good practice in supporting children with additional needs and inclusion.
- Support others to carry out and meet the requirements of the Key Person role to a high standard as set out in the settings Key Person policy.
- Support others to ensure that parents and carers are welcomed, involved and regularly informed about their child's activities.
- Learn about developments in Early Year's Childcare and Education.

### **Operational**

- Ensure policies and procedures for the day-to-day running of the setting are adhered to, including all record keeping.
- Assist with the preparation of the Preschool mobile for the day's activities prior to the arrival of the children and clearing up after they leave.
- Work effectively as part of a team, working with other colleagues to ensure the highest standards of care and education are provided for all the children attending the setting.
- Be flexible within working practices of the Preschool. Be prepared to help where needed, including cleaning equipment etc.

- Attend and participate in staff meetings.
- Demonstrate a flexible approach to day-to-day duties to ensure smooth running and operation of the setting; work with the manager during inspections and to assist in implementing any recommendations given by any regulatory body.
- Participate in reviewing the Preschool's practice and have an input in to the Ofsted, Self Evaluation process and reviewing policies.
- Support the Management Committee by attending at least one committee meeting during the academic year and attending fundraising events.
- Reflect on their working practice and identify areas for Professional Development.

**Early Years Practitioner – Personal Specification:**

<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<p><b>Education &amp; Training</b></p> <ul style="list-style-type: none"> <li>• Full and relevant early years level 2 qualification or willingness to work towards.</li> <li>• First Aid (12 hour paediatric) training or willingness to attend training.</li> <li>• Child protection/safeguarding training or willingness to attend training</li> <li>• Undertake continued professional development.</li> </ul>	<ul style="list-style-type: none"> <li>• Qualified to level 3 or working towards this qualification.</li> <li>• Health &amp; Safety training.</li> <li>• Equal Opportunities training.</li> <li>• Other related training.</li> </ul>
<p><b>Skills, Aptitude, Knowledge and Experience.</b></p> <ul style="list-style-type: none"> <li>• Knowledge and understanding of the Early Years Foundation Stage Framework.</li> <li>• Knowledge and understanding of child protection and safeguarding procedures.</li> <li>• Relevant knowledge of age range from 2-5 years.</li> <li>• Be committed to working collaboratively within a team.</li> <li>• Contribute to equal opportunities at all times.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working with preschool aged children.</li> <li>• Knowledge of key worker system and record keeping.</li> <li>• Knowledge of key Acts and Legislation with regards to children and young people.</li> <li>• Be a reflective practitioner.</li> </ul>
<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• Ability to communicate effectively, verbally and in writing.</li> <li>• Ability to work effectively with parents/carers and partners.</li> <li>• Ability to work in a busy, demanding environment.</li> <li>• Ability to model and promote safer working practice.</li> <li>• Able to demonstrate self-discipline, reliability, conscientiousness and honesty.</li> <li>• Have a flexible approach to work.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to work creatively to meet the needs of the families.</li> <li>• Able to work with parents to effect change.</li> <li>• Ability to plan an activity programme to stimulate learning and development, based on observation.</li> </ul>
<p><b>General</b></p> <ul style="list-style-type: none"> <li>• Ability to maintain confidentiality at all times.</li> <li>• Adhere to and keep abreast of all childcare legislation.</li> <li>• Demonstrate an understanding and commitment to equal opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>• Have some knowledge and understanding of special educational needs.</li> <li>• Operate ICT equipment and be computer literate.</li> </ul>

Reviewed & adopted 2<sup>nd</sup> February 2023  
Version 4

**Agreed and accepted by postholder**

**Signed .....** **Dated.....**