

Early Years Level 3 Practitioner

JOB DESCRIPTION

Purpose: To work as a key person and as part of our outstanding Pre-school team under the direction of the Head of School and Early Years lead. To provide safe, high quality education and care for young children which meets the individual needs of the children attending the setting.

Responsible to: Head of School

Safeguarding requirement: Timberscombe CofE Primary School and Little Oaks Early Years Setting are 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.

Main Responsibilities:

To deliver a high standard of learning, development and care for children aged 2-4 years.

To ensure that the preschool is a safe environment for children, staff and others.

To develop strong partnerships with parents/carers to increase involvement in their child's development.

To be responsible for any tasks delegated by the Senior staff.

Main activities:

To provide a safe, caring, stimulating educational environment, both indoors and outdoors.

To deliver an appropriate play based Early Years Foundation Stage (EYFS) curriculum that enables children to make individual progress with the ability to plan "In the Moment".

To help ensure the preschool meets Ofsted requirements at all times.

To undertake designated officer roles as directed.

To work with other professionals in the local area for the benefit of children and families.

To be active in the decision making of our Pre-School and help shape our setting for the better.

To understand and work to preschool nursery policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies

To plan activities which ensure each child is working towards the early learning outcomes.

To be a key person.

To ensure records are properly maintained, e.g. daily attendance register, accident and incident book, risk assessments

To liaise closely with parents/carers, informing them about the preschool and its curriculum, exchanging information about children's progress and encouraging parents' involvement.

To work in partnership with senior management to update and review our curriculum.

To undertake any other reasonable duties as directed, in accordance with the preschools aims and objectives.

Report any Health and Safety issues to the Head of School, Compliance Manager or Federation Business Managers

Follow the Staff Code of Conduct, with a particular regard to maintaining a high level of confidentiality

PERSON SPECIFICATION

Level 3 early years education and childcare qualification or equivalent as a minimum. Please see here for accepted qualifications.

<https://www.gov.uk/government/publications/eyfsstaffchild-ratios-dfeapproved-qualifications>

Current experience of working with 2-4 year olds

Sound knowledge of child development for children to five years

Knowledge and experience of implementing the Early Years Foundation Stage (EYFS)

Knowledge of current child protection procedures

Good level of verbal and written communication skills

An understanding of play-based approaches to children's learning and development

Commitment to equal opportunities

Commitment to working effectively with young children and families

Friendly and flexible approach at work which facilitates the development of effective relationships

Ability to work effectively and supportively as a member of the school team

Willingness to learn

Empathy and understanding of children under 5

A calm and caring nature

A commitment to quality in all areas, with a high level of motivation and enthusiasm.

Efficiency and discretion

Honesty and integrity

Motivation and flexibility

Respect and professionalism