**Job description: Qualified Early Years Practitioner**

**Little Pippins Pre-school, Freeman Orchard, Gaveston Road, Harwell, Didcot, OX11 0HP**

Job title: Early Years Practitioner

Responsible to: Deputy Manager and, ultimately, Manager

Purpose of the job: To work as a key person and as part of the pre-school team under the direction of the deputy and, ultimately, the manager. To provide safe, high quality education and care for young children which meets the individual needs of children attending the setting.

**Safeguarding requirement:** Little Pippins is 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 duties**

1. To assist with the planning of the activities curriculum using the Early Years Foundation Stage (EYFS) for guidance ensuring induvial key child interests are reflected.
2. To help to set up for the daily program, including daily safety checks, and to help tidy away at the end of the session.
3. To act as a key person to a small group of children, liaising closely and building an effective relationship with parents/carers and ensuring each child’s needs are recognised and met.
4. To work alongside the SENDCo where appropriate to support individual key children.
5. To work in partnership with parents/carers and other family members.
6. To advise the Manager or Deputy of any concerns, e.g. health and well-being of children, parents or the safety of equipment, preserving confidentiality as necessary.
7. To be proactive in taking action to support the setting to achieve a minimum good Ofsted rating at the next inspection to ensure the Ofsted rating is maintained ready for the next inspection
8. To teach children, offering an appropriate level of support and stimulating play experiences ensuring that all children are engaging with their environment and delivering a high standard of care at all times.
9. Complete child profiles and any other associated administration for your allocated key children.
10. To ensure that children are kept safe and that you understand when to follow child protection procedures.
11. To support meal and snack times within the setting.
12. To actively participate at team meetings, supervision meetings and appraisal meetings.
13. To attend training courses as required and to take responsibility for continuous personal development (CPD).
14. To keep completely confidential any information regarding the children, their families or other staff, which is acquired as part of the job.
15. To be aware of and adhere to all the setting’s policies and procedures.
16. Help to promote the settings vision and values though your own practice.
17. To ensure that adequate records are kept and updated regularly.
18. To promote the setting to current parents and potential customers.
19. To comply with the requirements of the General Data Protection Regulation.

**Additional duties will be set out and agreed in supervision and appraisal meetings and may include:**

1. To run small group work and enrichment support to bridge the development gaps and to ensure rich and varied opportunities are available to support individual learning.
2. As agreed, and where necessary, one to one support, working alongside the Manager and SENDCo as well as outside professional agencies to support a specific child who is in receipt of additional support funding.
3. With agreement, take on specific health and safety routine responsibilities to ensure the safe smooth running of each session.

**This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager. The post holder is also expected to be flexible and adaptable in their approach to fulfilling their duties.**

**Person specification**

*Essential criteria*

1. Willingness to learn and undertake further training.
2. Level 3 Early Years qualification.
3. Current Pediatric First Aid qualification
4. Previous experience of working with young children.
5. Sound knowledge of child development from birth to five years.
6. Knowledge of the Early Years Foundation Stage (EYFS).
7. Knowledge of safeguarding and child protection procedures.
8. Good communication skills.
9. An understanding of play-based approaches to children’s learning and development.
10. A commitment to continuously promote a culture of safeguarding.
11. A commitment to equal opportunities.
12. A commitment to working effectively with young children and families.
13. A friendly and flexible approach at work which facilitates the development of effective teamwork.

*Desirable criteria*

1. SENDCo qualification and experience
2. Designated Safeguarding Lead training and experience
3. Food Safety Level 2

**This post is exempt from the Rehabilitation of Offenders Act (1974) and does require an enhanced Disclosure and Barring Service Check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.**