

## 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: Manager

Purpose of the job: To work as a key person and as part of the pre-school team under the direction of 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 have good knowledge of the Early Years Foundation Stage (EYFS) and be confident in implementing the guidance, helping to ensure the setting offers the best possible care for the children, their families and work colleagues.
2. Be confident with the preschool curriculum, its ethos and pedagogy, and use this to support the holistic development of the children.
3. To be aware of and adhere to all the setting's policies and procedures.
4. 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.
5. Maintain an ongoing child profile for each key child via our online learning journal. Ensuring observations are evidenced and tracked to create a holistic development journey. Highlight any concerns with the manager and/or SENDCo if development concerns arise. Ensure additional reports and reflections are provided as necessary (eg. Two Year reports, End of Term/Year Reports).
6. Contribute to planning ideas and focuses to support stimulating and engaging opportunities and enhancements within our continuous provision, reflecting a mixture of child led and adult initiated activities which are inspiring and engaging following child interests whilst encouraging a desire to learn.
7. To work alongside the SENDCo where appropriate to support individual key children identifying needs and contributing to support programs and additional funding applications.
8. To support meal and snack times within the setting, maintaining appropriate staffing ratios.
9. Be confident with any safeguarding policies and procedures within the setting, reporting concerns promptly to the Manager or DSL. Priority with keeping children safe and understanding when to follow child protection procedures. Be confident in reporting health and well-being of children, parents and colleagues preserving confidentiality as is necessary. Completing relevant paperwork appropriately to support any referrals or incidents/accidents.
10. Be aware of and help maintain the high standards of health and safety at the preschool with resources, premises and daily routines, maintaining check lists are completed as appropriate.
11. To actively participate at team meetings, supervision meetings and appraisal meetings.
12. To attend training courses as required and to take responsibility for continuous personal development (CPD), maintaining statutory training as required.
13. To keep completely confidential any information regarding the children, their families or other staff which is acquired as part of the job.

14. To promote the setting to current parents and potential customers.
15. To comply with the requirements of the General Data Protection Regulation.
16. 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

**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. Provide one to one support, working alongside the Manager and SENDCo as well as outside professional agencies to support specific children who are in receipt of additional support funding.
3. With agreement, take on specific health and safety routine responsibilities to ensure the safe and 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. Experience of working with young children including those requiring additional 1:1 or small group support
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
4. Knowledge of Tapestry – online learning journal

**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.**