



JOB TITLE:	EYFS PRACTITIONER
BASED AT:	BLEDLOW PRE-SCHOOL, BLEDLOW VILLAGE HALL
RESPONSIBLE TO:	PRACTICE MANAGER
JOB PURPOSE:	Work as part of the Pre-school team to provide inclusive play and learning opportunities for all children who attend the Pre-school, maintaining a safe, stimulating and enjoyable environment.

Safeguarding Requirement

Bledlow Pre-school is committed to safeguarding and promoting the welfare of children. It is a requirement that all staff share this commitment and follow our policies and procedures continuously to promote a culture of safeguarding within our Pre-school.

Main Duties:

Knowledge and Understanding of the EYFS and Effective Practice

- Assist with planning based on the Early Years Foundation Stage, providing age appropriate educational opportunities in an inclusive environment.
- Assist in the setting up of appropriate activities, equipment and materials before the children arrive, both indoors and outdoors, and in tidying away when required at the end of every session
- Read, implement and adhere to all Pre-school policies and procedures, in particular all safeguarding policies, including dealing with child protection issues appropriately and responding to incidents, accidents, complaints and emergencies.
- Ensure that the Pre-school implements its Equal Opportunities Policy and is welcoming to children and families from all cultures, family groups, circumstances, including those with special educational needs or disabilities.
- Make regular observations, keeping informative, accurate and up-to-date progress and development records, summative assessments, parent evening forms and reports, which may include the use of electronic learning journals.
- Ensure activities are carried out in a safe and responsible manner, in accordance with statutory guidance, and to advise the Practice Manager of any concerns over safety of children, equipment etc.
- Understand and enable the implementation of inclusive practices into the Pre-school, ensuring all children have equal access to opportunities to learn, develop, interact and fulfil their potential.
- Provide high quality teaching and care of children, offering an appropriate level of support and stimulation
- Contribute to, maintain, and keep up to date records e.g. daily register, accident and medication records.
- Maintain a sound understanding of signs of physical, and sexual abuse, neglect and how to report them.

- Maintain professionalism on-line and when using social media in-line with the Pre-school Technology and Social Media Policy.
- Actively challenge discrimination of all kinds and ensure that children, staff, parents/carers and volunteers within the Pre-school do the same.
- Keep confidential any information regarding children, their families, service users or other staff which has been learned through your position at the Pre-school.
- Maintain a sound understanding of what is acceptable professional behaviour and how to recognise it in practice. Reporting any concerns using the Whistleblowing Policy.
- Undertake daily health and safety checks after the room/outside has been set up and before the children arrive, including Morning and End of Session Checklists in the Deputy's absence.

Relationships with Children

- Act as keyworker for a group of children, building up a relationship with them and their parents and/or carers ensuring each child's needs are recognised and met.
- Listen to, encourage, enable, stimulate and ensure the welfare of all children in your care.
- Promote positive values, attitudes and good child behaviour, dealing promptly with conflict and incidents in line with policy, encouraging children to take responsibility for their own behaviour.
- Help children with hygiene and toileting needs.

Communicating and working in partnership with families and carers

- Communicate professionally with parents/carers in a positive, sensitive and constructive manner, informing them of children's progress and encouraging parental involvement in the sessions and their child's learning and development.
- Assist with the presentation of out-of-hours events such as parent interviews and parent information sessions.
- Advise the Leader of any communication with parents/carers who have expressed concerns about their child or passed on information which affects the care or wellbeing of the child, being mindful of confidentiality as necessary.

Teamwork

- Work as part of a team with other staff, students, any volunteers and the Trustees.

Professional Development

- Attend regular staff meetings and in-house training as appropriate
- Contribute to and attend Supervision Meetings and Staff Appraisals
- Continually evaluate and reflect on practice.
- Keep up to date with latest ideas and developments in the Early Years' field by attending appropriate training courses (cost of training will be met by the Committee) and reading relevant publications.

Other Duties

- Take part in special events, outings or visits that may be out of regular sessions times, with reasonable notice.
- Liaise with outside agencies, visitors and volunteers as appropriate or required.
- Purchase food items for Pre-school and keep records so its provenance can be traced if necessary and all costs can be reimbursed; keeping records of any allergens.

This Job Description is not an exhaustive list of duties and you will also be required to undertake any other reasonable duties discussed and directed by the Practice Leader, Business Manager or Pre-School Committee.

This Job Description should be read in conjunction with the Pre-school's Professional Code of Conduct and Employee Handbook.

PERSON SPECIFICATION

Essential criteria

1. Minimum NVQ Level 2 Qualification in Childcare or equivalent;
2. Minimum of six months post qualification experience;
3. A knowledge and understanding of the EYFS;
4. A sound understanding of child development
5. A good standard of literacy and numeracy and excellent communication skills;
6. A good working knowledge of ICT and an ability to use Microsoft office applications, email and the internet.
7. The ability to work in a positive manner with colleagues and as part of a team
8. The ability to communicate effectively and professionally with parents/carers and other professionals.
9. The ability to be sensitive and supportive to children and families from a wide range of cultures, lifestyles and family circumstances and with a range of special needs
10. The willingness to attend training courses and to keep up to date with the latest ideas and developments in the Early Years field
11. A good understanding of safeguarding requirements
12. The ability to keep clear and appropriate records on children and their progress
13. The ability to be organised, methodical and able to work independently on own initiative
14. Robust mental and physical health

DESIRABLE CRITERIA

- Current First Aid Certificate
- Current Food Hygiene Certificate
- Current Safeguarding Certificate
- Current Fire Safety Certificate

This post is exempt from the Rehabilitation of Offenders Act (1974) and does require an enhanced DBS check.