



# Stratton Playgroup

New Road, Stratton, Bude, Cornwall EX23 9AP

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## Job Description for Early Years Practitioner

Responsible to: Playgroup Manager / Deputy / Supervisor  
Purpose of job: To work as a keyperson 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.

### **Main Duties:**

1. To teach children, offering appropriate level of support and stimulation. To ensure high levels of engagement and interaction with children: communicating and modelling language, explaining, demonstrating, and setting challenges during planned and child-initiated play.
2. To build and maintain supportive relationships with children, treating all individuals consistently and with respect and consideration. To encourage acceptance and inclusion of all children.
3. To develop methods of promoting and reinforcing children's self-esteem.
4. To demonstrate and promote positive values, attitudes and high standards of behaviour. To anticipate and manage behaviour constructively.
5. by adding to the planning weekly to support children's interests, learning and development. To bring planning ideas ready for half termly staff meetings.
6. To help to set up the playroom for the daily and to help clean/tidy away at the end of the session.
7. To follow the staff cleaning rota ensuring a high level of cleanliness and hygiene.
8. To act as keyperson to a small group of children, liaising closely with parents/carers and ensuring each child's needs are recognised and met. Completing learning journeys and learning assessments.
9. To provide detailed feedback to the manager management team with regard to children's progress and learning activities and to produce assessments on children's progress and achievements as required.
10. To advise the relevant member of the management team of any concerns e.g. over children, parents or the safety of equipment, preserving confidentiality as necessary.
11. To attend regular supervisions and yearly appraisals.
12. To attend regular half termly staff meetings or extra when needed.
13. To attend in-service training courses and meetings as required.
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 take part in a deep clean, sort and tidy of all the toys, resources and equipment, on a termly basis.
16. To undertake any other reasonable duties as directed by the Manager management team, in accordance with the pre-school's business plan/objectives.
17. To be aware of and work in accordance with the playgroup's safeguarding- child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty. To renew annually safeguarding, the prevent duty and behaviour training as directed.
18. To be aware of and adhere to applicable rules, regulations, legislation and procedures including the playgroup's Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
19. To remain aware and work within all relevant playgroup working practices, policies and procedures.
20. To contribute to the overall ethos and aims of the playgroup.
21. To read weekly staff emails and the policy on review.

NB: This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.

### Personal Specification

1. Willingness to learn.
2. Level 3 Early Years Educator, Diploma in Pre-school Practice, NVQ Level III or equivalent.
3. Previous experience of working with young children.
4. Commitment to equal opportunities.

5. Commitment to young children and families.
6. Friendly, flexible approach.
7. Health cleared for the role.