



Job Description for a Temporary Early Years Practitioner

Job Duration	Start Date: Tuesday 7 th January 2019. This is a temporary position offering guaranteed employment until the 16th of July 2020 . At the end of this contract there is the possibility that a more permanent role will become available to you depending on the situation of present staff – we cannot currently guarantee that this will occur.
Hours of work	Monday & Tuesday: 8.45am – 1.15pm Wednesday & Thursday: 8.45am – 3pm First Friday of each half term: 9am – 12pm
Days	Monday to Thursday, 1 Friday per half term. Term time only – in line with the majority of local primary and secondary school holidays.
Qualification	Minimum of Cache Level 3 or NVQ level 3 or equivalent.
Rate of pay	£8.25 per hour.
Responsible	For key person group.
Responsible to	Preschool Manager – Lorraine Robinson.

1. Job Outline

1(a). Purpose of your Job

To assist the URC Preschool team in implementing the revised Early Years Foundation Stage Curriculum as a key person under the direction of the leadership team in order to ensure the care and welfare of our children in accordance with both our ethos and policies.

1 (b). Key Person Duties

- To act as a key person for a number of children and to therefore be responsible for the assessment, recording and monitoring of the needs of these allocated children.
- To competently use and update the key children's online Tapestry journals, engaging with parent's own comments and observations to ensure a strong partnership for the development of each individual child.
- To work in partnership with our parents and carers to aid learning, development and welfare of the children in our setting.
- To help aid and support for those children in the setting with special educational needs.
- To understand and be actively involved in the implementation of the preschool's policies, practice and procedures.
- To act as a role model in the care and education system.

1 (c). EYFS Curriculum Planning Duties

- To attend weekly planning meetings alongside other key workers in the setting on a Wednesday afternoon between the hours of 1 and 3pm.
- To help plan activities for the children which abide by the standards set out in the Early Years Foundation Stage curriculum.
- To help plan and prepare, in conjunction with the other staff, programmes of work and activities including the materials, equipment and resources for a group of and/or individual children.
- To help provide a full range of stimulating activities for children in the preschool to foster their physical, intellectual, emotional and social development.
- To help take responsibility for planning, initiating and facilitating of activities for a group or individual children e.g. story sessions, iPad activities, crafts, music and special needs activities.
- To support children's individual development by adapting the learning outcome according to the children's needs and monitoring progress.
- To assist the manager, SENCo and all other professionals in implementing individual teaching programmes.

1 (d). Ensuring Child Welfare Duties

- To attend to the health, welfare and safety of the children at all times, including external play areas and cleaning of equipment with all members of staff. To oversee

the toilet and cloakroom are and encourage correct use and hygiene with the children.

- To assist with the conduct and behaviour of the children at all times.
- To report possible evidence of child abuse and other safeguarding issues to one of the designated safeguarding officers on site.
- To be aware of and support difference between children and ensure that pupils have equal access to opportunities that allow them to learn and develop.
- To administer first aid keeping within the guidelines set out in our first aid policy, to maintain formal records of such treatment, subject to suitable training.

1 (e). General Duties

- To attend half termly staff meetings and to contribute to the running of the preschool.
- To attend training sessions in order to enhance your skills in all areas of the EYFS, to ensure good knowledge of safeguarding procedures and to update first aid training every three years.
- To share responsibility for the presentation of the children's work and for the computation of interest areas and displays.
- To assist with the setting up and tidying away of our pack-away setting. This is including but not limited to setting up both the indoor and outdoor equipment on a daily basis.
- To help on our open days and show support of our PTA events throughout the year.

2. Physical Effort

- There is a requirement, subject to appropriate training, to lift and carry children.
- There is a need from time, to wipe up blood and other bodily fluids.
- There is a need to regularly attend to the individual personal care and needs of the children.
- There is a need to occasionally lift equipment such as tables, chairs and climbing equipment.

3. Supervision

- The staff member will be supervised by the preschool manager and deputy manager.
- The staff member will have a probationary review after the probation period with either the manager or deputy manager, they are allocated time for termly supervision chats and an annual appraisal.

4. Job Context

The URC Preschool and nursery provides education and care for children from the age of 2 to 5 years in the centre of Harpenden. The preschool and nursery were rated Ofsted Outstanding in their last inspection and recently won 'Nursery of the Year' at the Herts Advertiser School Awards 2019.

The preschool is open to children Monday to Thursday from 9am to 3pm in term time, this is split into morning and afternoon sessions each day with an optional lunch club incorporated into the afternoon session until 1pm.

5. Person Specification

5 (a). Qualifications, Certifications & Previous Experience

- Minimum qualification of CACHE Level 3 Diploma in Preschool Practice or NVQ Level 3 or equivalent.
- A satisfactory enhanced DBS check which confirms suitability to work with children.
- A previous experience of working with young children.
- Health clearance to be able to carry out the role described in this job description.

5 (b). Personal Qualities

- Can ensure regular attendance and punctuality in order to maintain the adult/ child ratios.
- The ability to competently write reports and observations that will be informative and helpful for parents, carers and other professional staff.
- The ability to work as part of a team and maintain good relationship with children, parents and staff.
- A willingness to learn new things.
- A commitment to diversity and equal opportunities.
- A commitment to young children and their families.
- A friendly and flexible work ethic.