

JOB DESCRIPTION

Position: **Early Years Practitioner**

Reports to: Deputy Manager/Manager

An Early Years Practitioner will work as part of the staff team in providing a stimulating and varied programme of play in accordance with the Early Years Foundation Stage curriculum, ensuring the safety and well-being of children and ensuring that the best interests of the individual children and their family are at the forefront of Practice at all times.

Main Duties:-

- To attend and contribute to staff meetings and assist in the preparation and carrying out of a curriculum for the group in accordance with the Early Years Foundation Stage.
- To help set up the playroom for the daily programme and to help tidy away at the end of each session.
- To act as a key worker to a group of children, liaising closely with the parent/carers and ensuring that each child's needs are recognised and met.
- To advise the Deputy Manager of any concerns, e.g. about children, parents, staff or the safety of equipment, preserving confidentiality as necessary. To keep completely confidential any information regarding the children, their families or other staff, which is learned as part of the job.
- To listen to, encourage, enable and teach children, offering an appropriate level of support and stimulation.
- To attend in-service training courses, CPD and meetings as required.
- To work as part of a team and follow staff rotas, planning and key working.
- Take part in special visits, outings and events for The Blues when they fall within contracted hours of employment.
- To contribute to and implement all pre-school policies and procedures.
- To support and assist the committee in fundraising events for the Pre-school.
- To work within the agreed terms of the Contract of Employment at all times.