

Post of Early Years Practitioner – Bank Staff



JOB DESCRIPTION

Objective:

- To support and provide safe, high quality education and care for preschool children.
- To maximise the learning and meet the needs of pre-school children as part of a team.
- To help support the needs of children and their families.
- To contribute to, implement and maintain pre-school policies.
- To ensure legal and statutory requirements (working within the EYFS and the ECM Agenda).

Responsibilities:

- To work with the Pre-School Leader and other practitioners to implement activities and learning experiences which ensure that each child make good progress and is working effectively towards the EYFS.
- To support the implementation of systems of observation and record keeping already in place (and to assist in any review of these procedures), such as, Planning in the Moment, Tapestry, so that children's attainment and progress are effectively and regularly observed, supported and assessed.
- To help ensure that all records are properly maintained, e.g. attendance registers, accident and incident books, and support the Pre-School Leader to ensure that policies are up to date and maintained as appropriate.
- To liaise closely with parents/carers, informing them about Charminster Pre-School and the curriculum, exchanging information about children's progress and encouraging parental involvement.
- To ensure that Charminster Pre-School is a safe environment for children, staff and others, ensuring that equipment is safe, standards of hygiene are high, and safety procedures are implemented at all times.
- To liaise with and work with the Pre-School Leader to ensure that all legal and statutory requirements are implemented, and reports are provided as required, particularly in regards to Safeguarding Children.
- To make contributions to and ensure effective implementation of all Charminster Pre-School policies and procedures, especially those on equal opportunities and confidentiality.
- To attend in-service training and meetings as required.
- To undertake any other reasonable duties as directed by the Pre-School Leader or Chair of the management committee, in accordance with the Charminster Pre-School objectives.



PERSON SPECIFICATION

Essential criteria:

- Have an enthusiastic, happy and child-centred disposition.
- Experience of working in a Pre-School setting or other relevant experience of working with young children.
- Working knowledge of the Early Years Foundation Stage.
- Sound understanding of child development, and of the needs of children and their families.
- An ability to work with parents and to encourage their involvement.
- Commitment to equal opportunities and understanding of religious and cultural diversity.
- Understanding of and committed to delivering effective practice to safeguard children.
- To pass our rigorous safeguarding procedures, including references and enhanced CRB checks. Charminster Pre-School is a safeguarding organisation.

Desirable criteria:

- Level 2 qualification or higher in early years and childcare.
- Experience of building links within a community setting.
- Experience leading staff teams in the creation of meaningful play activities.
- Experience putting policies into practice.
- Demonstrable good working practice towards positive ECM outcomes.
- A good sense of humour!

