

## Little Explorers Sileby – Pre-school Practitioner Job Description

<p><b>Job Title:</b> Pre-school Practitioner</p> <p><b>Reports To:</b> Preschool Manager &amp; Deputy Manager</p> <p><b>Hours:</b> 8:15am – 3:15pm, Monday to Friday, during term time only, plus staff training sessions outside of normal opening hours.</p> <p><b>Salary:</b> Dependant on age and experience</p> <p><b>Qualifications:</b> Level 3 NVQ in childcare or above</p> <p><b>Experience:</b> Experience is preferable but training will be provided</p>
<p><b>Purpose of the Role:</b></p> <ul style="list-style-type: none"><li>• To provide inclusive play and learning opportunities for all children attending the preschool.</li><li>• To provide a high level of care for the children</li><li>• To maintain a safe, stimulating and enjoyable environment.</li></ul>
<p><b>Main Duties and responsibilities:</b></p> <ul style="list-style-type: none"><li>• Implement and deliver the EYFS curriculum in accordance with the children's social, emotional, physical and intellectual needs.</li><li>• To act as a Key Person to a group of children and to ensure their needs are reflected in the planning of routines and activities.</li><li>• To respond to each child's individual needs and provide a high level of care and supervision that will enhance their general health and well-being.</li><li>• To liaise closely with parents and carers: informing parents of their children's progress and encouraging them to become involved in their children's learning.</li><li>• To be aware of children's special educational needs and disabilities, and work with other staff and external agencies to support these children effectively.</li><li>• To liaise and work in partnership with other agencies, both statutory and voluntary where appropriate.</li><li>• To promote positive values, attitudes and good child behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging children to take responsibility for their own behaviour</li><li>• To carry out any recommendations made following regulatory inspections.</li><li>• Follow the settings policies and procedures.</li><li>• To undertake any reasonable duties as directed by the Preschool Manager.</li><li>• Must be willing to work outdoors in all weathers.</li><li>• To work collaboratively with colleagues.</li><li>• Assist with high standards of cleanliness in the building and the equipment.</li></ul>
<p><b>Training</b></p> <ul style="list-style-type: none"><li>• Will need to commit to attending training events</li><li>• Must hold or be willing to attend compulsory training including paediatric 1<sup>st</sup> aid, Safeguarding and food safety.</li></ul> <p>This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties in accordance with the Preschool's aims and objectives as directed by the Preschool Manager.</p>
<p><b>Additional information:</b></p> <p>This post requires you complete an application form, proof of qualification, references, enhanced DBS disclosure.</p> <p>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 that have been made against them.</p>