

Job Description - Pre-school Practitioner 2026.



Responsible to: Manager and Committee Chairperson.

Purpose of the job: To work as part of the Playgroup Team under the direction of the Manager to provide safe, high quality education and care for pre-school children, to plan for and maintain a stimulating and enjoyable environment based on the children's interests, learning styles and choices.

Duties:

1. To be punctual and reliable in your role.
2. To be enthusiastic, energetic and committed to the children, your room, the team and setting. Provide high standards of care that embrace the outdoors, the varied resources and the 7 areas of learning.
3. To plan for children in each area of the setting in accordance with your area of responsibility on a sessional basis. Understanding their next steps for development.
4. Maintain room ratios of staff to children 1:4 under 3's & 1:8 Over 3's.
5. Keep personal chat to a minimum.
6. To carry out safety checks on your designated area, to set up and check equipment, to provide a well-resourced, welcoming and exciting environment for children to come into. To allow for choices to be made by the children.
7. To keep rooms tidy and floors clear for safety reasons, reporting any concerns regarding the safety of the environment or equipment to the Manager immediately preserving confidentiality.
8. To ensure records including the Registers, Accident Book, Medication, Injury on Arrival Record, Absence Register, Collection Permission and Visitors Book are completed on a daily basis, if you are on door duty.
9. To ensure equipment is cleaned and well cared for and washed on a regular basis and record this on the setting rota.
10. To clear away after the morning session, ensuring the environment is clean and tidy for the afternoon, and then the following day.
11. To adhere to all policies and procedures of the setting, ensuring you have read and signed your agreement.
12. To maintain setting confidentiality.
13. To record and report any Safeguarding, Behavioural or Developmental Concerns to the Manager/Supervisor that you may have concerning a

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child, following policy and procedure and maintaining confidentiality at all times.

14. Be familiar with the Early Years Foundation Stage 2021, Development Matters, setting Curriculum 2021 and use the publications to support planning and understanding in your role.
15. To be a key person to a small number of children - to plan, observe, photograph and record progress as part of a Learning Journey document.
16. To play, teach and support children wherever necessary in their development of skills in preparation for school, prepare next steps for you key children and help them to progress age appropriately through the E.Y.F.S. To be aware of any children under SEND Co./Behavioural plans and support their care and development.
17. Produce 2-year checks/Progress Summary reports when required for each of your key children. Share this information with Parents and seek their responses.
18. To attend at least one Staff meeting per month. To ensure you seek out information concerning meetings that have been missed and contribute to ideas and decisions concerning the setting.
19. To contribute to the long-term development of the setting, reflecting on practice and putting forward ideas for improvement of the environment, activities, operational plan and routine of the Playgroup.
20. To attend the AGM/Parents evening in October and share information on progress with Parents.
21. To keep training and skills up to date using EDUCARE and seek training opportunities via the local Authority website. Attend a minimum of one course per year to update skills and understanding, cascade knowledge back to the team.
22. To undertake any other tasks specified by the Playgroup Manager.
23. To share reflective practice with the team to ensure children's interests and schemas are identified, so planning reflects the development of these ways of playing and the children's individual interests.
24. To work as part of the Team, share information and peer appraise, contribute to the continued improvement of practice in the setting.
25. To attend compulsory setting training in Paediatric 1st Aid every 3 years.

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26. To attend training on Safeguarding, Whistleblowing and Prevent, regularly reviewing knowledge and updating skills to protect the children in your care.
27. To obtain your Food Hygiene level 2 qualification every 3 years.

SENCO Support Officer.

Depending on previous experience you will be required to support the group SENDCo Officer in her role, working with and supporting children in the setting one to one and helping set and maintain targeted plans and assessment documentation.

Full training will be provided.