

## Christ Church Pre-School Practitioner Job Description

Christ Church Pre-school in Crookham Parish is looking for an enthusiastic, qualified level 3 Early Years Practitioner to join our small, dedicated and friendly team.

The successful Practitioner should be organised with a good understanding of the EYFS and have experience working as a Key person. The Practitioner is required to work a minimum of 20 hours per week during term time (job share would be considered). The rate of pay is currently based on £9.50 per hour, a pension scheme is available, and, of course, annual holidays are paid. Because of the nature of some aspects of this role you will need an Enhanced Disclosure by the Disclosure and Barring Service.

The key features of the Practitioner role include:

- As a member of the staff team, you will share the responsibility for Safeguarding, Confidentiality and Health and Safety
- To read and understand Safeguarding Policies and Procedures and to challenge any breaches, staff have a duty to adhere to statutory standards.
- You need to be aware of the daily risk assessment form that must be completed each morning by staff team.
- As a member of the staff team you will share the responsibility for supervising the children at all times including snacktime and lunchtime and help with their self-care, toileting or nappy changing.
- You must be aware of any children with allergies or individual care needs.
- You must be aware of the Covid guidelines on cleaning, ventilation and the need to support children with hand washing throughout the day.
- To set up the hall each day, starting at 8.30 to ensure equipment and resources are ready for the start of session at 8.50. At the end of the day all resources and equipment put away and a cleaning regime followed.
- To work as part of the team to offer a variety of different activities and resources that reflect each area of the curriculum.
- Help to set up the outside area with resources to enhance the curriculum and ensure gates are locked and the daily risk assessment is completed.

- As a member of the staff team you will help to deliver a variety of learning opportunities including large group learning, small group learning and one to one learning as well as Home Learning.
- To help deliver the EYFS as part of the team. Take part in curriculum planning and consider each area of development and to observe Characteristics of Effective Learning.
- As a key person you will be required to support any key children that you are responsible for, to track their learning and development and to work in partnership with the children's families or carers
- As a key person you will make observations of your key children, document and date written observations, take photographs that demonstrate their learning and record significant moments to go in their Learning Journey. In addition, each term you will complete 'Learning and Development' sheets that will be shared with parents that record each child's progress and age and stage of development in months and summarises the child's development.
- To attend and participate in staff meetings and up to five Inset training days.
- To be responsible for an area of the curriculum or other Lead Practitioner roles as agreed with the Manager.
- As part of your professional development, attend mandatory training for First Aid and Safeguarding and any other relevant training if necessary.
- You are required to meet with the Manager for Supervision support to discuss any Safeguarding concerns and progress of key children in their development.
- To help prepare, organise and attend any special events such as open days, Christmas celebrations, Leavers' celebrations and Fundraising events.

Reviewed February 2021 This posting prepared May 2021