**Job description: Early Years Practitioner**

**Weaverthorpe Pre-School**

Job title: Early Years Practitioner

Responsible to: Manager

**Purpose of the job**

To work directly with the children and team members to provide safe, high quality education and care which meet the individual needs of children attending the setting; and to actively support the Pre-School development. To meet the requirements of the Ofsted registration in relation to the Early Years Foundation Stage Curriculum and to ensure that policies and procedures are adhered to.

**Safeguarding requirement:** Weaverthorpe Pre-School is committed to safeguarding and promoting the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

**Main duties**

1. To play a direct role in the Pre-School organisation and take part in all activities on a rota basis.
2. To take an active part in the programme of activities and events. To help children learn, offering an appropriate level of support and stimulating play experiences.
3. To work within the team in accordance with the aims, policies and ethos of the Pre-School. To set up and to help tidy away both indoors and outside at the end of the session.
4. To offer assistant and development of good practice with regard to special needs and inclusion; and to work towards offering equality of opportunity for all.
5. To act as a key person to a group of children, liaising closely and building an effective relationship with parents/carers and ensuring each child’s needs are recognised and met.
6. To be responsible for your key group’s online learning journey and development on Tapestry, so that children’s progress and achievements are effectively recorded and regularly assessed.
7. To promote and facilitate partnership with parents/carers, other family members and outside agencies in a professional capacity; and to recognise and value their contribution to the education of the children.
8. To advise the line Manager of any concerns, eg health and well-being of children, parents or the safety of equipment, preserving confidentiality as necessary.
9. To take action to support the setting to achieve and maintain a minimum good Ofsted rating at the next inspection.
10. To ensure that children are kept safe and that you understand when to follow child protection procedures.
11. To support snack times and lunch club within the setting and promote healthy eating.
12. To actively participate at staff and team meetings, supervision and appraisal.
13. To attend training courses as required and to take responsibility for personal development.
14. To keep completely confidential any information regarding the children, their families or other staff, which are acquired as part of the job.
15. To be aware of and adhere to all the setting’s operational policies and procedures.
16. To liaise with the Manager, Deputy and other professionals as necessary and ensure that all legal and statutory requirements are implemented, and to provide reports as required.
17. To promote the setting to current parents and potential customers.
18. To assist in maintaining the Pre-School building, resources and equipment to a high standard.
19. To support the work of the committee.
20. To undertake any other reasonable duties as directed by the Manager/Deputy that are within the general scope of the post.

**This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager. The post holder is also expected to be flexible and adaptable in their approach to fulfilling their duties.**