



GATEWAY SCHOOL

— GREAT MISSENDEN —

JOB DESCRIPTION

POST TITLE	Early Years Practitioner
RESPONSIBLE TO	Nursery Manager
SALARY	Dependent upon experience and qualifications

WORKING HOURS: FT: 35 hours per week 45 weeks each year. Excluding bank holidays and between Christmas and New Year. **PT:** Part-time hours per week 45 weeks each year. Excluding bank holidays and between Christmas and New Year.

The Preschool Practitioner will be working as part of a team to ensure the daily needs of children between the ages of two and five years are met within the Preschool setting.

Purpose of Post

- To provide an interesting, stimulating and safe environment for the children in a variety of ways and develop their learning and character in line with the ethos of the Preschool and Gateway School.
- To work under the Preschool Manager as part of the team, to achieve the aims and objectives of the Gateway Preschool.
- To ensure a high standard of physical, emotional, social and intellectual care for children placed in Gateway Preschool.
- To develop genuine bonds with your key children and create stimulating and educational activities that enable young children to develop, thrive and for each and everyone to discover what is possible.
- To keep a record of the children's progress to share with parents, caregivers, your team and other professionals as required
- To give support and respect to other personnel within Gateway Preschool.
- To implement the daily routine in the Preschool.

Key Areas

- Safeguarding – observe and be alert and report immediately any signs of abuse or neglect.
- Act as a positive role model, using appropriate tone of voice and body language.
- Work effectively as part of a team, supporting colleagues in meeting every child's needs.
- Liaise with parents and staff.

Duties and Responsibilities

- Get to know and build strong and positive relationships with each child and their parents/ caregivers
- Plan for and operate a programme of activities suitable to the age range of children attending the Preschool in conjunction with the team on a weekly basis.
- Adjust activities according to individual children's needs.
- Support all staff and contribute to the team. Follow instructions of the Preschool Manager.
- Liaise with and support parents and other family members.
- Attend staff meetings and training events outside working hours if required.
- Undertake certain domestic jobs within the Preschool, for example, serving snacks and meals.
- Develop your role within the team.
- Engage in reflective practice, use constructive feedback to continually improve.
- Carry out any reasonable request given to you by any Senior Member of Staff.
- Be reliable and punctual

Skills, Abilities and Disposition

- A happy, enthusiastic and positive person
- Self motivated and ability to work on own initiative
- Be able to work as part of a professional childcare team
- Have an understanding of equal opportunities.
- Ability to communicate confidently with a wide range of people, both verbally and in writing.
- Good organisational skills.
- To be able to understand and meet the needs of individual children and families.
- To deliver suitable learning and care experiences for children to ensure they develop and thrive in the Preschool.
- To enjoy and be suitable to work with children
- Understand the need to provide a stimulating, caring and consistent environment for young children.
- To be flexible with regard to working hours and shifts.
- To be committed to the nursery and school's philosophy and ethos.

Qualifications

Must hold a full and relevant childcare qualification that enables them to be counted towards ratios for under 5s.