

# SILCOATES

## JOB DESCRIPTION

<b>Title:</b>	Early Years Practitioner in Pre-School
<b>Type:</b>	Full time, Fixed Term for one year from May 2026 Monday to Friday 08.00-5.00pm, Term Time only (35 weeks a year)
<b>Line Manager:</b>	Head of EYFS

### Main Purpose

To work as part of the Pre-School team under the direction of the Head of EYFS to provide a safe, high quality education and care for young children.

To assist in the development, organisation and day to day running of the Pre-School setting.

### Main duties

To assist the Head of EYFS in establishing effective teaching in the delivery of the Early Years Foundation Stage Curriculum. This may include planning aspects of the curriculum and delivering phonics activities to a group of children under the direction of the Head of EYFS.

To be an effective Pre-School Assistant, providing a creative and stimulating environment through opportunities to learn which supports and encourages all learners, including children with SEN and those learning EAL.

To help set up, develop and tidy areas of provision to ensure that all is safe, clean and tidy at the start and end of each day.

To comply with the Pre-School's policies and procedures with specific regard to Safeguarding and Health and Safety.

To build and develop trusting relationships with the children in Pre-School, being a positive role model and setting high expectations for learning.

To work in partnership with parents/carers, informing them about their child's day and exchanging information about their child's progress.

To promote positive behaviours from children and assist in establishing good standards of behaviour throughout the Pre-School.

To administer basic first aid and to keep records of any accident or incident. To liaise with the School Nurse as appropriate.

To supervise the Pre-School children during snack times, lunchtimes and outdoor play as identified on the daily and weekly rota. To encourage the children to try new foods whilst in the Dining Hall and to promote good table manners.

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To attend to the daily needs of the children, supporting care routines.

To monitor children's progress, keep meaningful records and support the Head of EYFS when carrying out formative assessments of children.

To sort, retrieve and display children's work.

To set a good example in terms of punctuality, attendance, behaviour and dress.

To undertake regular staff meetings with the Pre-School Assistants outside of normal working hours.

To develop your role within the team through a project or an area identified for development under the supervision of the Head of EYFS.

To undertake any other reasonable duties as directed by the Head of EYFS or the Head of Junior School. This may include cleaning equipment, supporting Late Stayers on occasion, participating in Open Afternoons, Open Mornings and completing administrative tasks. Pre-School Assistants may be required to support Pre-School Swimming if this is introduced in the Summer Term of Upper Pre-School.

### **Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Personal Qualities</b>	Commitment to the ethos and aims of the school	Good sense of humour
	Initiative and enthusiasm	Evidence of sharing in and contributing to the corporate life of the school
	Hard working and good stamina	
	Ability to maintain appropriate and supportive relationships with pupils and staff	
	Positive attitude to use of authority and maintaining very good standards of behaviour	
	Ability to work effectively as part of a team	
	Respect for confidentiality of information concerning pupils and ability to use discretion in matters of disclosure	
	Open-minded and receptive to new ideas, approaches and challenges	

<b>Skills</b>	Excellent Early Years classroom practitioner. To deliver and ensure a high standard of learning, development and care for children aged 3-5 years.	Experience of leadership and management
	To adhere to Preschool policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies.	
	Commitment to involvement in co-curricular activities	Some expertise/experience in leading a specific activity – e.g. Music, Outdoor Education, PE
	Excellent verbal and written communication skills with children and parents	
	Ability to prioritise	
	Ability to teach 2-5 years olds	A good working knowledge of the EYFS curriculum
	The ability to keep clear and accurate records	
	Ability to command respect of students and staff	
	Ability to produce clear, well placed resources with achievable objectives	
	Knowledge, understanding and competence in EYFS pedagogy	
	Knowledge and understanding of basic ICT	Ability to record observations on Tapestry
<b>Qualifications</b>	Level 3 Childcare Qualification	

		Paediatric First Aid
	In possession of a recent DBS check and willingness to submit to a new check	
<b>Knowledge and Experience</b>	Experience of working in a Pre-School or Nursery	Record of continuing professional development
	Good working knowledge of the EYFS Framework	
	Understanding of current good practice in teaching and learning	