



Little Foxes Preschool and Out of School Club

Job Description

Job title:	Early Years Practitioner
Accountable to:	The John Moore Primary School
Line Manager:	Early Years Manager
Location:	Little Foxes Playgroup, c/o The John Moore Primary School, Columbine Road Walton Cardiff, Tewkesbury, GL20 7SP
Purpose of the job:	The Early Years Practitioner is responsible for assisting in the supervision, care and observation of children at the Little Foxes Preschool and Out of School Club under the direction of the Early Years Manager.

Safeguarding Requirement:

Little Foxes Preschool 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 assist with the delivery of the curriculum using the Early Years Foundation Stage (EYFS) and Playwork Standards.
2. To act as a key person to a small group of children, liaising closely and building an effective relationship with parents/carers and ensuring each child's needs are recognised and met.
3. To work as part of the Little Foxes team by:
 - Working under the direction of the Early Years Manager;
 - Contributing to creating an effective team;
 - Attending relevant external and in-house training sessions as required;
 - Attending staff meetings as requested;
 - Keeping up to date with the latest ideas in childcare through training courses and relevant publications;
 - Attending update training for First Aid, Child Protection and Food Hygiene.
4. To work in partnership with parents/carers and other family members.



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5. To advise the Manager of any concerns, e.g. health and well-being of children, parents or the safety of equipment, preserving confidentiality as necessary.
6. To take action to support the setting to achieve and maintain a minimum good Ofsted rating at the next inspection.
7. To teach children, offering an appropriate level of support and stimulating play experiences.
8. To ensure that children are kept safe and that you understand when to follow child protection procedures.
9. To support meal times within the setting.
10. To actively participate at team meetings, supervision meetings and appraisal meetings.
11. To attend training courses as required and to take responsibility for personal development.
12. To keep completely confidential any information regarding the children, their families or other staff, which is acquired as part of the job.
13. To be aware of and adhere to all the setting's policies and procedures including those relating to child protection, confidentiality, equality and diversity, health and safety, fire precautions, dropping off and collection of children, food safety, cleanliness of the setting, safeguarding, setting hygiene and whistleblowing. This is not an exhaustive list of the setting's procedures.
14. To ensure that adequate records are kept and updated regularly.
15. To promote the setting to current parents and potential customers.
16. To comply with the requirements of the General Data Protection Regulation.



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17. To assist with organising a wide range of stimulating and safe activities throughout the session, including play to promote positive attitudes and equal opportunities.
18. To help supervise the children, ensuring a correct adult to child ratio.
19. To be aware of the differing needs of a wide range of children and to be able to meet those needs.
20. To encourage positive behaviour in children and ensure that our restorative approach is modelled and supported in response to any behaviour that causes concern.
21. To work to establish and model positive relationships between children, with children and between adults ensuring a culture of mutual respect centred on our 'Share' value
22. To assist in the observation of children.
23. To participate in the day to day running of the playgroup and out of school club including:
 - Arriving in time to set up the day's activities before opening and stay to clear up after sessions;
 - Regularly contribute to the Little Foxes staff meetings in order to update your knowledge and awareness of aims and objectives;
 - Checking that equipment and premises are kept in good order and report any concerns to the Early Years Manager, including assisting with risk assessments;
 - Welcoming all visitors and helping support students as directed by the Early Years Manager;
 - Communicating with parents and carers in a positive manner and encourage parental involvement in the sessions and having an awareness of training opportunities available to parents.

In addition, the Early Years Practitioner is expected to undertake any other relevant duties as specified by the Early Years Manager commensurate with the level of the post.