



## Job Description

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<b>Job Role:</b>	<b>Pre-School Worker</b>
<b>Responsible to:</b>	<b>Early Years Phase Leader</b>
<b>Salary:</b>	<b>£26,193 – 26,625 pro rata</b>

### **Purpose of job**

1. To provide a welcoming, warm, stimulating and safe environment for young children and their families within our school and children's centre
2. To work as part of a team to communicate effectively with colleagues to deliver a high quality, accessible early years curriculum for children from birth to 5 years in accordance with the Early Years Foundation Stage Framework.
3. To work in partnership with parents/carers and other professionals to promote the wellbeing of the child and ensure that all children develop to their full potential.

### **Main Duties and Responsibilities**

1. To ensure a well-planned stimulating learning environment and to provide high quality education and care for children at all times.
2. To be key-person responsible for a group of children. To observe, monitor and record the progress of the children identifying next steps that will enable their learning and development.
3. To plan, prepare, develop and evaluate activities for children ensuring variety that maintains the interests of children so that children are making progress in their learning and development.
4. To carry out purposeful high-quality observations and contribute to children's assessments and to use the information to inform future planning.
5. To provide personal care for the children whilst at the same time encouraging their independence and self-help skills.
6. To work in partnership with parents/carers establishing supportive relationships while sharing information on a regular basis as well as providing advice when required on matters such as behaviour management, toilet training and parenting skills.
7. To communicate effectively with team members, children, parents/carers and other professionals.

8. To support students and volunteers undertaking work placements.
9. To attend and contribute to staff meetings, supervision sessions and parents' evenings/meetings.
10. Willingness to update knowledge and to keep up to date with new developments, undertake training and other professional development activities
11. To contribute to and implement all centre policies and procedures.
12. To promote the centre's positive behavior policy.
13. Ensure the cleanliness of all toys, equipment, materials and play areas and that all toys and equipment are safe and in good working order.
14. To ensure health and safety procedures are implemented and to follow accident and emergency procedures.
15. To have due regard for safeguarding and promoting the welfare of children and to implement the schools/centre's safeguarding policy and procedures at all times, reporting any concerns to the designated safeguarding officer.
16. To promote inclusion and tackle any form of discrimination or racism.
17. To work in accordance with the SEN Code of Practice to support children with Special Educational Needs.
18. To undertake any other duties as may be required from time to time to meet the needs of the centre.
19. To work across all services where the need is required.
20. To support children and their families in the settling process.
21. To encourage the children to develop both English and their own language.

### **Equal Opportunities**

- To take responsibility, appropriate to the post for tackling unlawful discrimination amongst all groups in line with the Equalities Act 2010.

### **Safeguarding**

- To remain vigilant and do everything possible to protect students and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report to the Headteacher any incident of this nature you witness, hear about or suspect.

### **Health and Safety**

- In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment.  
It is expected that whilst maintaining an effective and efficient working environment you will comply with safety rules and procedure and ensure that

nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for the school community.

### **Data Protection**

- When working with computerised systems to be completely aware of responsibilities at all times under the Data protection Act 1998 for the security, accuracy, and significance of personal data held on such systems.

		<b>Short Listing Criteria</b>
<b>Qualifications and training</b>	Level 3 childcare qualification	E
	Hold relevant paediatric first aid certificate	D
<b>Experience, knowledge, skills and abilities</b>	Experience of working with children from birth to five years	E
	Experience of working in a multicultural environment	D
	Experience of planning stimulation activities for children from birth - five years old	E
	Experience of working with children who have special educational needs	D
	Knowledge of Early Years Foundation Stage and Ofsted requirements	E
	Knowledge of current and relevant childcare legislations e.g the Children's Act 1989 and Childcare Act 2006	E
	Knowledge of Safeguarding and Child Protection Procedures	E
	Knowledge and understanding of effective teamwork	E
	Understand the importance of confidentiality and to be able to listen and respond appropriately with tact and diplomacy in sensitive situations	E
	Understanding of child development and the way in which children learn	E
	Ability to observe, record and plan to support and develop children's learning	E
	Ability to implement policies & procedures including health and safety	E
	Commitment to equal opportunities and inclusion	E
	Ability to communicate effectively verbally and in writing	E
	Can develop good working relationships with parents/carers and understands the importance of partnership working	E
Good organisational skills	E	
Is flexible and adaptable	E	