Greenbank Pre School

Early Years Practitioner – Job Description

**Job Purpose: To assist and support the Teacher/ Manager and other members of the staff team in developing and maintaining a Pre School of excellence and to support the children’s learning and development in a warm and caring environment.**

**Main responsibilities**: To embody and foster the Pre School’s caring and supportive ethos and values at the heart of the community by:

* encouraging and supporting the emotional, social, physical, creative and intellectual development of each child
* fostering a supportive and caring ethos where children and adults are encouraged to show care and respect for others
* caring for the children individually, working to ensure that each child’s needs are met appropriately
* engaging warmly and positively with the children and being responsive to their needs
* developing each child’s self-esteem, listening to the children and respecting each child’s views
* assisting the children with toileting and in personal care when required
* carrying out formal/informal observations of children and recording these in the online journals
* following the appropriate Pre School policies and procedures

The staff team at Greenbank Pre School ensure that high standards are developed and maintained to support the delivery of an excellent service benefitting all stakeholders – the staff, children, parents and management committee - and to meet the Pre School’s commitments to the local authority and the regulatory bodies. To achieve this all practitioners have a responsibility to:

* assist in providing a safe, secure and hygienic environment for children and adults alike
* assist staff to promote play by providing a stimulating environment which is suited to the needs of each child both indoors and outdoors in line with Building the Ambition
* assist with general duties within Pre School as directed by the teacher/manager or deputy manager
* ensure that SSSC requirements are met in respect of CPD and to keep a current and up-to-date online training log
* uphold the Codes of Practice of SSSC, and, if not already registered with SSSC, to work towards SSSC registration
* take part in, and implement, mandatory training as required by the Pre School and by the registration requirements of the SSSC, Care Inspectorate and other regulatory bodies
* contribute to the development of the SQIP and other plans
* be fully aware of all Greenbank Pre School policies and procedures, to implement them fully and to participate in updating these as appropriate
* take part in an annual Staff Appraisal and in the six-monthly staff review