



# Job description & person specification

Job title:	Pre-school Practitioner (Bank/Cover)
Pay:	£11.44 - £12.44p/h*
Hours:	Monday - Friday
Responsible to:	Principal / Deputy Principal / Head of Operations
Purpose of the job:	To work as a key person and as part of the pre-school team under the direction of the Principal / Deputy Principal / Head of Operations. To provide safe, high quality education and care for young children which meets the individual needs of children attending the setting.

**Safeguarding requirement:** Dolphins Pre-school 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 abide by the mission statement and ethos of Dolphins Pre-school.
2. To assist with the planning of the curriculum referring to the Early Years Foundation Stage (EYFS).
3. To keep up to date with current thinking and best practice in Early Years.
4. To help set up for the daily programme and to help tidy away at the end of the session.
5. To act as a key person to a group of children, liaising closely and building effective relationships with parents/carers to ensure each child's needs are recognised and met.
6. To display an enthusiastic and positive attitude which inspires, motivates and:
  - Helps each child to feel that they are a valued member of the group
  - Ensures the safety of each child with clear understanding of when to follow child protection procedures
  - Nurtures each child to take part in adult-led small and large group activities designed to introduce them to new experiences through which they acquire new skills and learn to work with others
  - Provides each child with opportunities to learn and help them value learning
  - Encourages each child to self-select from a wide range of resources and work at their own pace, stage of developmental progress, and timetable
7. To work in partnership with parents/carers and other family members.
8. To advise the Principal / Deputy Principal / Head of Operations of any concerns, preserving confidentiality as necessary.
9. To take action to support the setting to achieve and retain the current 'Ofsted Outstanding' rating at next inspection.

10. To work effectively as part of the Dolphins Pre-school team, carrying out any necessary duties.
11. To observe and comply with all reasonable direction and guidance given by the Principal / Deputy Principal / Head of Operations / Duty Supervisor.
12. To support meal times within the setting.
13. To actively participate at team meetings, supervision meetings and appraisals.
14. To undertake training as required and to take responsibility for personal development.
15. To liaise, as necessary, with other professionals, e.g. other settings/childminders, outside agencies involved with children attending Dolphins Pre-school.
16. To keep completely confidential any information regarding the children, their families or other staff, which is acquired as part of the job.
17. To be aware of and adhere to all the setting's operational policies and procedures, e.g. health and safety, fire precautions, dropping off and collection of children, food safety, cleanliness of the setting.
18. To ensure that adequate records, including Tapestry learning journals, are kept and updated regularly.
19. To promote the setting to current parents and potential customers.

**This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the Principal / Deputy Principal / Head of Operations. The post holder is also expected to be flexible and adaptable in their approach to fulfilling their duties.**

\*£11.44 - £12.44p/h (From £8.60 per hour for workers aged 18 – 20)

## Person specification

Attributes	Criteria
Relevant Experiences	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>Working in an Early Years environment</li> <li>Leading groups</li> <li>Excellent Early Years Practice</li> <li>Working in partnership with parents and other professionals</li> </ul>
Education & Training	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>Recognised Level 3 early years and childcare qualification or equivalent</li> <li>Please note: staff holding an EYE qualification must also have achieved a suitable level 2 qualification in English and maths This can be GCSE English and Maths, but can also be Functional Skills or other equivalents.</li> <li>Recognised current Paediatric First Aid (PFA) qualification (full / emergency)</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>SENCO experience</li> <li>Ability to sing / play piano (or guitar) to a reasonable standard</li> </ul>
General and Special Knowledge	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>Working knowledge of the Early Years Foundation Stage</li> <li>Knowledge of current thinking and developments in early years</li> <li>Awareness of Health &amp; Safety legislation and Equal Opportunities</li> <li>Knowledge of safeguarding and child protection procedures</li> </ul>
Skills and Abilities	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>Ability to lead group activities (e.g. circle-time, story-time, etc.)</li> <li>A good role model</li> <li>A confident &amp; sensitive communicator with adults &amp; children</li> <li>Ability to work as part of a team</li> <li>Excellent organisational and time management skills</li> <li>Ability to work under pressure</li> <li>Self-disciplined and patient</li> <li>Honest and reliable</li> <li>Ability to ensure the delivery of outstanding care and education</li> <li>Professional attitude and manner</li> <li>Willingness to learn and undertake further training</li> <li>Ability to liaise with outside bodies in a professional manner</li> <li>Ability to problem solve and resolve to a satisfactory outcome</li> <li>A good standard of written and verbal communication skills, as well as the ability to foster relationships</li> <li>A commitment to working effectively with young children and families</li> <li>A reasonable standard of IT skills</li> </ul>
Values	<p><b>Essential</b></p> <p><u>Childcare &amp; education</u></p> <ul style="list-style-type: none"> <li>Passionate about providing outstanding childcare &amp; education</li> <li>Committed to safeguarding &amp; promoting the welfare of children</li> <li>Committed to promoting equal opportunities and diversity</li> <li>Seen to be a good role model</li> <li>Customer focused – being aware parents always have other choices</li> <li>Never undermining parents, valuing &amp; respecting their role</li> <li>Sharing learning with others: children, parents, team members</li> </ul> <p><u>Personal attributes &amp; continuous development</u></p> <ul style="list-style-type: none"> <li>Demonstrates excellence on a day to day basis, staying on the path of continual improvement</li> <li>Takes responsibility for personal growth – reviews and reflects on personal actions to gain understanding from experiences</li> <li>Demonstrates flexibility – being able to change and adapt as required</li> <li>Nurtures - allows others to grow</li> <li>Gives 100% commitment, delivers what has been agreed in the agreed time frame</li> <li>Takes responsibility for own actions / outcomes &amp; accepts accountability</li> <li>Reassuring, calm and quietly confident</li> <li>Respects others, cares about others' happiness and is empathetic to their needs</li> </ul>

**This post is exempt from the Rehabilitation of Offenders Act (1974) and does require an enhanced Disclosure and Barring Service Check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.**