



Job Description – Early Years Practitioner (Pre-School - Kindergarten)

Purpose of job:

To work with and support the Pre-Prep staff in all aspects of the school life to develop and maintain the outstanding provision of St Michael's Prep Early Years. Ensuring the smooth day to day running of the Kindergarten and offering support and care to children and their families, ensuring the well-being, happiness, and success of each child in an Early Years setting. The role will enable you to promote children's independence and self-esteem through enabling their success.

Line Manager:

- Head of Pre-School

Responsible to:

- The Head of Pre-Prep
- Deputy Head of Pre-Prep
- The Head
- The Deputy Heads
- The Governing Body

Other key relationships:

- Parents
- Pupils
- Colleagues
- External agencies



Key responsibilities:

Teaching & Learning

- Contribute to and ensure the development, planning, implementation and evaluation of an appropriate play/care curriculum which meets the needs of children and their families.
- Prepare materials to support children with their learning.
- Act as a Key Person for a specific group of children.
- Maintain accurate records on the children in your care.
- Develop and maintain a range of resources appropriate to children's ages and stages of development.
- Attend all relevant training as required within the job role and support equal opportunities for all children and staff.
- Use experience to support all pupils' learning and support the promotion of positive behaviour.

Communication

- Feedback to colleagues and parents all achievements and any areas of concern appertaining to the child.
- To treat children, always, in a manner consistent with specific school policies and the broader ethos of the school.
- Provide high quality care and a comprehensive range of appropriate, stimulating and creative activities which meet group and individual needs.
- Work with parents and other professionals to ensure appropriate care and support for individual children.
- Be aware of issues of confidentiality & GDPR.
- Maintain a positive ethos within the Pre-Prep and employ positive behaviour management strategies as appropriate.
- Maintain effective and appropriate communication with colleagues, parents and children.
- Update children's progress on Tapestry.



Teamwork

- Maintain displays of children's work in and around the classroom areas.
- Ensure that all aspects of regulation and guidance are met, and that school policies and procedures are followed.
- Take part in regular team meetings.
- To maintain an appropriate and professional standard of personal appearance.
- To support school policies, procedures and development plans as defined by the school's Senior Leadership Team and Governing Body.
- Be in school during the hours as are necessary to discharge effectively all professional duties.
- To have respect for the confidential nature of the post.

Health and Safety

- Carry out intimate care duties (changing nappies as required and to assist with toilet training).
- Take an active role in the safeguarding of children at Pre-Prep at all times.
- Ensure the health, safety and wellbeing of children attending St Michael's through the application of risk assessments, fire drills and health and safety procedures.
- Maintain high standards of food hygiene at all times.
- Ensure safe handover of Early Years children at the end of the day.
- To have regard to the health and safety of all children, staff, parents and visitors to the school.
- Log incidents/accidents in line with the school's Health and Safety policy.
- Maintain a safe environment where children feel able to share safeguarding concerns.

The postholder may be required to perform duties other than those given in this job description for the post. The duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibilities entailed.

