



JOB DESCRIPTION

Job title: **Lead Pre-school Practitioner,**

Responsible to: Pre-school Manager, Early Years Phase Leader, Deputy Head Teacher, Head Teacher

Purpose of Post: To provide safe, high-quality education and care for early years children. To fulfil legal and statutory requirements and follow applicable school policies. To support the development of the team.

Hours: 31.25pw worked 8.45-3.30 five days term time only

Pay Scale: Level 3C points 6-9 (experience and qualification dependent)
Current salary: (actual per annum)

Safeguarding requirement: Greenleas Lower School is committed to safeguarding and promoting the welfare of children and their families. 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 responsibilities:

1. To deliver a high standard of learning, development and care to support the needs of all children in the Pre-school.
2. To be responsible for the day to day support of the team and developing their practice.
3. To be a role model for the wider staff team, modelling sensitive and responsive interactions with our children, continually striving to extend the children's learning.
4. To ensure that the Pre-school is a safe environment for children, staff and others.
5. To developing partnerships with parents/carers to increase involvement in their child's development.
6. To deputise for the Pre-school Manager when absent from the setting.
7. To be responsible for any tasks delegated by the Pre-school Manager.

Main activities:

1. To work alongside the manager to with planning the curriculum by providing safe, creative and appropriate educational opportunities for all children within an inclusive environment, preparing activities, organising programmes and arranging equipment as part of our productive team.
2. To provide a safe, caring, stimulating educational environment, both indoors and outdoors, at all times.
3. To deliver an appropriate play based Early Years Foundation Stage (EYFS) curriculum that enables children to make individual progress and to support other staff in doing so.
4. To work with other professionals in the local area for the benefit of children and families.
5. To understand and work to preschool and school policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies
6. To be a key person.

7. To understand and be able to implement inclusive practices into the setting, to ensure all children have the opportunity to learn, interact and fulfil their potential.
8. To offer all children equal opportunities with regard to their religious persuasion, racial origins, gender, disabilities, cultural or linguistic background; in particular, challenging situations where racism or discrimination is displayed.
9. To ensure records are properly maintained
10. To have a positive approach to continuous professional development.
11. To liaise closely with parents/carers, informing them about the nursery and its curriculum, exchanging information about children's progress and encouraging parents' involvement.
12. To work collaboratively with the whole school and support transition through the school.
13. To deputise in the manager's absence
14. To undertake any other reasonable duties as directed, in accordance with the preschool aims and objectives

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 Pre-school Manager or Senior Leadership Team. The post holder is also expected to be flexible and adaptable in their approach to fulfilling their duties.

PERSON SPECIFICATION

Factors	Essential Criteria	Desirable Criteria
Education and Qualifications	<ul style="list-style-type: none"> • Minimum Level 3 qualification that the Department for Education have assessed as meeting all of the Early Years Educator (level 3) criteria • A minimum of English and maths at GCSE (grade A-C) 	<ul style="list-style-type: none"> • Paediatric First Aid • Early Years SENCO qualification
Experience/ Knowledge	<ul style="list-style-type: none"> • Excellent working knowledge of the Early Years Foundation Stage • Knowledge and proven practical experience of implementing good quality learning opportunities. • 3+ years' experience working with pre-school aged children (age 2 to 5 years) in an EYFS setting. 	<ul style="list-style-type: none"> • Experience in supporting or managing others • Experience within a school-based pre-school environment.
Skills and Attributes	<ul style="list-style-type: none"> • Empathy and understanding of children under 5. • Excellent verbal communication skills with children, parents and other professionals. • Ability to write reports and keep clear and accurate records. • Administrative and basic IT skills. • Calm and caring nature, • Ability to work as part of a team. • Able to work on own initiative. • The ability to converse at ease with members of the public and provide advice 	

	and information in accurate spoken and written English is essential for the post.
Personal Qualities	<ul style="list-style-type: none"> • Proactive, reliable, enthusiastic and flexible, • Ability to act as a role model for pupils and staff through demonstrating high standards of personal and professional conduct. • Ability to maintain confidentiality, • High level of motivation and enthusiasm • A friendly, open, good-humoured and collaborative attitude. • Creative thinker.

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.