



WESTCOUNTRY SCHOOLS TRUST JOB DESCRIPTION

Job Title:	Pre-School Practitioner
Location:	Across the Trust (based at Glen Park Primary School currently)
Grade/salary:	Plymouth Grade C, SCP 5-7 £25,583 to £26,403 per annum (FTE) depending on experience
Hours:	18 hours per week, 38 weeks per year
Reports to:	Nursery Teacher
Responsible for:	N/A
Key relationships:	Deputy Lead Practitioner, Nursery Teacher, Headteacher

Job Purpose

The Pre-School Practitioner supports the effective operation of the trust and works to uphold and promote its vision and values.

This position will support the Teacher and Deputy Lead Practitioner in providing a stimulating and varied programme of play and ensuring the safety and the wellbeing of the children. Provide a high standard of support to assist with the smooth operation of the pre-school function at Glen Park Primary School & Pre-School. To assist the nursery team, as part of a professional provision, in working with children on their education and social development and provide a high quality of care. To be aware of safeguarding and welfare for children and young people within the school.

Duties and Responsibilities

1. At all times demonstrate and uphold WeST's core values, ensuring that behaviour, actions and decisions align with the principles that guide our work.
2. Implement agreed range of activities with individual children and groups of children, working inside and outside.
3. Work with the Teacher, Deputy Lead practitioner and team members, prepare resources as directed.
4. Working as part of the pre-school team to create and maintain a purposeful, orderly and supportive learning environment.
5. Engage with and support children's learning and generally support children with set activities, independent problem solving and creative play.
6. To encourage children to interact and work co-operatively, ensuring all children are engaged in activities.
7. Work with the Teacher and Deputy Lead Practitioner to conduct observations, assessments, and provide developmental reports/feedback.

8. Supervise children in the short-term absence of the Teacher / Deputy Lead Practitioner and deliver prepared activities.
9. Support and participate in visits, trips and out of school activities as required and take responsibility for a group under the supervision of the Teacher or Deputy Lead Practitioner.
10. The post holder may be required to support with general administration tasks and maintenance of records as part of duties.
11. To promote the inclusion and acceptance of all pupils, ensuring they have equal opportunities to learn and develop.
12. Act as a role model and support behaviour management within the learning environment.
13. To be responsible for promoting and safeguarding the welfare of children and young people within the school.
14. To work on classroom displays following consultation with the Teacher/Deputy Lead Practitioner.
15. Take part in special events, such as outings, visits and fundraising.
16. Attend staff meetings and help prepare a forward plan for the group.
17. Communicate with parents and caregivers regarding their child's participation and behaviour.
18. Collaborate with other staff members to create a positive and inclusive play environment.
19. To act as a key worker with named children.
20. Listen to, encourage, enable, stimulate and ensure the safe keeping of the children.
21. Assist with snack time and mealtime routines.
22. To provide and prepare safe nutritional snacks for children.
23. Ensure the welfare and safety of children within our care.
24. Discuss with the Teacher or Deputy Lead Practitioner any matter requiring attention, such as concerns about a child or equipment needing repair or replacement
25. Treat all children as individuals and to have a secure knowledge and understanding of their needs while they are within our care.
26. Keep completely confidential within the setting any information regarding the children, their families and other staff, that is learnt as part of the job.
27. To attend Paediatric First Aid training in line with the requirements within EYFS.

General

28. To act in accordance with, and actively promote, all Trust policies, including Safeguarding, Health and Safety and Equality & Diversity.
29. To participate in Continuing Professional Development (CPD relevant to the role and to engage in Performance Development Reviews (PDRs).
30. Preparing and contributing to Trust wide development by sharing best practice and delivering/receiving professional feedback.
31. To retain confidentiality and maintain data and/or files in accordance with Trust policies for data governance, as appropriate for the role.

This job description provides a general reflection of the main duties and responsibilities of the post at the date of production. You may be expected to take on other reasonable activities deemed to be within the character of the post to assist in efficient service delivery. The duties may change over time as requirements and circumstances evolve without changing the general character of the post or level of responsibility.

PERSON SPECIFICATION

E = Essential, D = Desirable

Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
VALUES-BASED BEHAVIOURS - It is important to us that your values align with ours:			
Compassion:			
Recognising need in others and acting with positive intention to promote well-being and improve outcomes	E		Y
Aspiration:			
Works to high expectations, modelling the delivery of high-quality outcomes	E		Y
Showing passion, persistence and resilience in seeking creative solutions to strive for continuous improvement and excellence	E		Y
Integrity:			
Acting always in the interests of children and young people,	E		Y
Acting with a consistent and uncompromising adherence to strong moral and ethical principles	E		Y
Communicating with transparency and respect, creating a working environment based on trust and honesty	E		Y
Collaboration:			
Creating a shared vision and working effectively across boundaries in an equitable and inclusive way to skilfully influence and engage others	E		Y
QUALIFICATIONS:			
Good level of literacy and numeracy skills. (GCSE grade C or above)	E	Y	
Paediatric first aid certificate or First Aid at Work certificate	D	Y	
Level 3 qualification or equivalent experience in relevant field	E	Y	
EXPERIENCE:			
Experience of work in a primary school or Early Years (last 12 months).	D	Y	Y
Understanding of Early Years framework	D		Y
Level 2 Safeguarding training or understanding	E	Y	Y
KNOWLEDGE, SKILLS AND ABILITIES:			
Excellent communication skills, with children, colleagues, advisors and parents/carers	E		Y
Enthusiasm for working with children and young people	E		Y
A positive approach to inclusive practice, with children, parents/carers	E		Y

and colleagues			
Appropriate general knowledge of first aid or willing to undertake training.	E	Y	
Ability to use relevant technology e.g. photocopier or willing to undertake training.	E	Y	Y
Working knowledge of early years foundation stage curriculum and key stage 1 national curriculum.	D	Y	Y
Ability to relate well to children and adults.	E	Y	Y
An ability to understand the principles of child development and learning processes and in particular barriers to learning.	D	Y	Y
Skills in behaviour management within the class environment.	D	Y	Y
To act on own initiative and work as part of a team. Proactive and professional approach.	E	Y	Y
FURTHER REQUIREMENTS:			
Willingness to participate in development and training opportunities.	E	Y	Y
Promoting and safeguarding the welfare of children and young people within the school.	E	Y	Y