

Soke Education Trust
JOB DESCRIPTION
Early Years & Childcare Practitioner

Position: Early Years & Childcare Practitioner

Salary: NJC Point 7-12

Responsible to: Early Years & Childcare Manager

Core Purpose: To deliver outstanding early years education and out of school care whilst providing strong operational support and leadership to the team, ensuring high-quality outcomes for all children.

To meet the Trust's aim to:

“Strive for high expectations, explore the world we live in and transform life opportunities to enable children to learn important knowledge, skills and concepts so they make meaning of the world and thrive within it.”

Overall responsibility

As one of our Early Years & Childcare Practitioners, you will provide nurturing, high-quality care and education for children aged 2-11 across our preschool and wraparound services, building strong relationships with families whilst ensuring safety, development, and wellbeing

EYFS Delivery

- With time & support, plan and deliver the Early Years Foundation Stage (EYFS) curriculum in line with statutory requirements
- Support children's learning and development through high-quality interactions and activities
- Conduct regular observations and assessments to track progress and inform planning
- Create and facilitate engaging, purposeful activities suited to children's interests and needs
- Provide personal care to children including nappy changing, toileting support, and hygiene routines
- Promote children's independence in self-care and personal hygiene
- Lead and model best practice in intimate care, maintaining children's dignity and following safeguarding procedures
- Identify and respond appropriately to any concerns regarding children's welfare or development during personal care
- May supervise Assistant Practitioners in personal care routines
- Maintain an inspiring, well-organised and safe learning environment

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be subject to an enhanced DBS check and medical questionnaire.

Soke Education Trust is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Key Person Role

- Act as key person for nominated children, building strong, nurturing relationships
- Develop effective partnerships with families to support children's development
- Track and record children's progress using observations and assessment tools
- Conduct regular meetings with parents/carers to discuss progress and next steps
- Support children through key transitions, including settling in and moving between rooms or settings

Out of School Club

- Supervise and engage children (aged 2-11) during breakfast club, ensuring a welcoming and safe start to the day
- Escort children to the out of school club
- Prepare & serve healthy meals & snacks and manage individual dietary requirements
- Lead structured play, recreational and enrichment activities, appropriate to the time of day
- Manage behaviour and promote positive interactions
- Prepare and serve healthy snacks

Hygiene & Health & Safety

- Keep the facility Follow health and safety, and school policies at all times
- Report any concerns or incidents immediately in line with procedures
- Maintain a safe and clean environment for all children and staff - keep the environment organised and carry out light cleaning tasks
- Administer first aid (if trained), manage allergies and medication appropriate

Direct Work with Children

- Deliver out of school care & preschool provision
- Support children across all age groups as required
- Model best practice and foster a positive, nurturing environment
- Be prepared to support children's hygiene & intimate care
- Be prepared to support children to develop behaviour strategies and self-regulation
- Work in the school, provide outdoor supervision and on occasions attend trips and make home visits

Special Educational Needs

- Identify children with additional needs
- Implement support plans and interventions
- Work with external agencies (e.g., speech therapy)
- Support inclusive practice

Administration & Security

- Ensure paper and digital records are accurate and up to date
- Set the alarm at the end of the day

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- Ensure doors are kept secure and locked
- Ensure risk assessments are implemented appropriately

Safeguarding

- To ensure an environment that safeguards all pupils
- Encourage good practice by promoting and championing the child protection policy and procedures
- Respond appropriately to disclosures or concerns which relate to the well-being of a child, following school policies at all times.
- Attend and participate in relevant training, sharing the knowledge and ideas gained with colleagues
- To read and keep up to date with changes to school policies and DfE guidance

This job description may be amended at any time after discussion with you, but in any case, will be reviewed at the beginning of each new school year.

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