

## Job description – Pre-school Practitioner

Harlequin is committed to ensuring that, at the centre of all staffing matters, is children's safety, welfare, care and development.

The pre-school practitioner is accountable to the Pre-school Manager (and pre-school deputy manager).

### Job activities

The pre-school practitioner will assist in the day-to-day running and organisation of the pre-school. This includes:

1. Providing safe, creative, high quality education and care for children, following the guidelines and frameworks set out in the EYFS (<https://www.gov.uk/early-years-foundation-stage>) and being able to confidently use it to plan activities, monitor and review children's progress.
2. Daily interaction with children to provide a range of stimulating activities to support all areas of learning and development.
3. Have a responsibility for promoting and safeguarding the welfare of children for whom they are responsible or with whom they come into contact and to adhere to and ensure compliance with Harlequin's Child Protection & Safeguarding Policy at all times.
4. Meeting the physical, social and emotional needs of children at the pre-school through appropriate direction, observation and awareness.
5. Daily care provision for the children, through setting routine, changing nappies, supporting toilet use and preparation and clearing of food.
6. Assisting with the planning and implementation of the EYFS curriculum.
7. Demonstrating an awareness of Assessment for Characteristics of Effective Learning and identify the learning of all children, as appropriate.
8. Administering first aid and medicines as appropriate.
9. Ensuring children are not exposed to any allergen or fed any food that parents have prohibited on their registration forms.
10. Setting up, initiating and supervising activities, including preparation, organisation and equipment monitoring.
11. Where necessary, assisting with transport of children from one site to another, via company or personal vehicles.
12. Acting as a key worker to a small group of children, including liaising with parents/carers and being responsible for individual children's records associated with their learning and development.
13. Supporting parental involvement and encourage good working relationships with our parents/carers.
14. To act on inappropriate or unsafe occurrences as they happen to effectively close them down.
15. Ensuring activities carried out are risk assessed, and done in a safe and appropriate manner, considering the needs and abilities of all children.
16. Demonstrating and promoting high standards of care surrounding physical needs, emotional care,

health and safety, risk assessment and hygiene to the children.

17. Promoting positive values and attitudes with all children, and acting as a positive role model at all times. Promote positive Management of Behaviour at all times, establish routines and boundaries to ensure the safety and good behaviour of the children.
18. Promoting safeguarding, ensuring policies and procedures are adhered to at all times by all users of the setting.
19. Providing an inclusive environment, and ensuring children have equal opportunities to learn and develop.
20. Following the settings policies, procedures and practices and carry out all responsibilities and activities within equality and diversity principles and legislation.
21. Ensuring records are completed to a high standard, remembering confidentiality and appropriate sharing of information.
22. General house-keeping duties, for example washing up, vacuuming and cleaning. This includes ensuring the setting is clean, tidy and set up for the next session.
23. Attending meetings as appropriate.
24. Carrying out all responsibilities and activities within equality and diversity principles and legislation.
25. To undertake any reasonable duties as directed by the setting manager, pre-school manager or deputy manager, in accordance with the business needs or objectives.

### Minimum training

The Pre-school practitioner must undertake the following training as a minimum (paid for by the company) during staff induction and as and when required:

- Safeguarding children level 1
- Food safety in catering level 2
- Paediatric first aid (12 hour) (within three months of commencement of employment)

Continuous professional development training is available and encouraged by senior management.

### Person specification

#### Essential

- Enthusiasm to work with children.
- Ability to provide safe, creative play.
- Ability to meet children's individual needs.
- Ability to communicate professionally and appropriately at all times with children and adults.
- Ability to work conscientiously and on own initiative.

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- Possess good organisational skills, sound judgment and common sense.
- Ability to work as part of a team.
- No restrictions or convictions that will result in an enhanced DBS check not being clear. Fulfilment of Ofsted guidance on employment of appropriate staff.
- Qualification in the care of children in EYFS.
- An understanding of outstanding childcare.
- Experience working with 2-4year olds within a pre-school establishment.
- A current paediatric first aid certificate.
- Current driving licence and own transport.
- Desire to develop a career in childcare through professional study and best practice.

### Desirable

### Safer recruitment

All staff have a responsibility for the safeguarding of all children attend Harlequin and other staff within the business, as well as themselves. Safer Recruitment practices are in place to ensure only suitable candidates are appointed, this includes identity verification, checking of police databases for criminal history (DBS), personal declarations, taking up of references and verification of a candidates' suitability to work with children and in the United Kingdom.