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| Pre-school Practitioner Job Description | |
| **Job Title:** | Early Years Practitioner |
| **Location:** | Beehive Pre-School Playgroup, Bray Road, Fulford, York, YO10 4JG |
| **Responsible to:** | Manager |
| **Hours:** | Minimum of 24 hours per week, possibility of full-time depending on the candidate. Monday-Friday 9am-4pm, term time. Flexibility of days/hours depending on candidate. Start date April 2025 but can be flexible depending on the candidate’s notice period. Permanent position. |
| **Key Responsibilities** | |
| **Beehive Pre-School Playgroup is a small, friendly and well-established setting. We are seeking to employ a practitioner to be a key person for nominated children. You will have dedicated planning and preparation time as well as time in the playroom.**  **Main Duties:**   1. To work closely with children aged 2-4 years old, looking after their daily needs such as feeding, nappy changing and toileting. 2. To work as part of a team to deliver and meet the requirements of the Early Years Foundation Stage for all children. 3. To plan, provide and support age-appropriate play opportunities in line with the curriculum and individual needs of the children in your care. 4. To ensure the safeguarding and welfare of all children in your care. 5. To be a key person to an allocated number of children and their families. 6. To observe, assess and record children’s learning and development progress. 7. Provide an enabling environment that meets the needs of each unique individual child. 8. To build and maintain positive relationships with parents/carers. 9. To adhere to and follow the setting’s policies and procedures. 10. To ensure confidentiality is adhered to at all times. 11. To attend regular team meetings. 12. To ensure standards of health and safety, hygiene and cleanliness are maintained at all times. 13. To attend additional training events and meetings as identified by the Manager for training requirements. 14. To liaise and work in partnership with external agencies (both statutory and voluntary) to support children within the setting as appropriate.   *Please note that this is not an exhaustive list of duties. The pre-school practitioner will be required to undertake any other reasonable duties outlined by the Manager.* | |

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| **Criteria:**  **Person Specification** | | |
|  | **Essential** | **Desirable** |
| Qualifications and Experience | A minimum of a full and relevant Level 2, Level 3 or equivalent qualification in early years  1 year’s experience within an early years setting | Food Hygiene certificate  A Paediatric First Aid qualification completed within the last three years |
| Specialist Knowledge | Understanding of the statutory requirements of legislation concerning Equal Opportunities, Health and Safety, SEND and Child Protection  Understanding of safeguarding and child protection  Knowledge of The Childcare Act (2006)  EYFS welfare, learning and development requirements  Strong understanding of the EYFS | The use of ICT to effectively support teaching and learning and to monitor children’s progress  Understanding of SEND |
| Skills and Abilities | Confidence in delivering the curriculum  Ability to communicate confidently and professionally with a wide range of people, both written and verbally  Good organisation and time management skills  An active team player  Positive promotion of settings’ aims  Reflective and evaluative practitioner with ability to be flexible to the children’s needs  Imaginative and creative approach to planning  2/3 |  |

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