

**JOB DESCRIPTION**

**TITLE OF POST: MAIDEN LANE PRE-SCHOOL PRACTIONER**

**REPORTS TO: PRE-SCHOOL MANAGER**

**Hours of work:** Term time only

 Hours of work: 7 Hours per week

 Tuesday: 8.45am – 3.45pm

**Salary:** £9594.96 (pro rata 7 hours 39 week’s term time + pro rata annual leave payment.) £12.30 per hour

**Qualifications:** Experience working in an Early Years Setting

 NVQ3 in Childcare

**General Duties all staff:**

**All duties must be carried out within the context of these duties:**

**Valuing Diversity:** Maiden Lane Community Centre (MLCC) is committed to achieving equality of opportunity in all aspects of our work and through our employment practices. MLCC expects all employees to understand and promote Social Inclusion through their work and to undertake training as required.

**Fire: Health & Safety:** MLCC is committed to a healthy and safe environment and expects all employees to implement and promote the Charity’s Health & Safety Policy and Practice by integrating health & safety into all aspects of their work to safeguard employees, contractors, members of the public, property and environment.

**Child Protection:** It is MLCC’s absolute intention to protect all children and young people whilst they are engaged in Centre activities and to provide a safe and supportive environment for young people. All staff have a responsibility to read and comply with MLCC’s Child Protection Policy and report any concerns or potential risks to children or vulnerable adults in accordance with the guidelines in the Policy and if necessary take immediate action.

**Confidentiality and Data Protection:** The post holder must at all times maintain the complete confidentiality of the material and information regarding MLCC and individuals associated with MLCC that they become privy to during the course of their work. Information may be disclosed only to authorised persons or organisations as instructed by your Line Manager or Trustees of the Charity and only then in accordance with current policies and procedures.

**Safeguarding Resources:** All members of staff are responsible for maintaining and protecting MLCC’s tangible and intangible resources and preventing any misuse or misappropriation of them. Resources include buildings, equipment, supplies, materials, information and personnel.

**Contract of Employment and Staff Handbook:** All staff must operate within the terms and conditions contained in their contract of employment and detailed in the MLCC Staff Handbook.

**PRE SCHOOL PRACTITIONER JOB PURPOSE**

* To be part of the team delivering a high quality, caring, stimulating and accessible service for children from the age of 2 years with transition into school, in line with the Early Years Foundation Stage Framework.
* To encourage children’s learning through play, by providing a stimulating and enabling curriculum covering the EYFS prime areas of learning and development, communication and language, physical, personal, social and emotional development. Ensuring all children develop to their full potential.
* To provide a high quality early years’ provision at all times, that is evidenced through the Ofsted Inspection Framework.
* To work in partnership with parents/carers and other professionals to ensure all children reach their full potential.

**DUTIES**

1. To adhere to policies and procedures prioritising health and safety and safeguarding legislation and requirements
2. Report safeguarding concerns about any adult working in the setting to the designated safeguarding following the settings procedures
3. To implement the Early Years Foundation Stage curriculum as outlined in the organisations structures, systems and policies
4. Be fully aware of all emergency and security procedures e.g. registering children, collection policy and fire safety procedures
5. To share responsibility for ensuring the health, cleanliness and safety of the children and their environment at all times
6. Ensure the highest standards of hygiene and cleanliness standards during care routines, e.g. nappy changing, food preparation and rest areas
7. To observe, extend and support children’s learning through play by providing a stimulating and enabling environment that enables all children to develop their full potential
8. To plan, prepare and deliver activities and experiences that promote children’s learning and developments using the Early Years Foundation Stage Framework
9. To respect the confidentiality of children and their families
10. To maintain accurate and effective children’s records
11. To work in partnership with the setting’s Special Educational Needs Co-ordinator (SENCO) and other agencies and professionals, as appropriate e.g. Speech and Language Therapist, Ofsted, Children’s Centre Staff
12. Demonstrate good practice in supporting children with additional needs to help achieve inclusion
13. Carry out and meet the requirements of the Key Person role, to a high standard
14. In the Key Person role, create positive working relationships and partnerships with parents and promote parental involvement
15. To plan and organise activities that implement anti-discriminatory practices and provide opportunities for observations, assessments and record keeping
16. To participate in outings and trips being fully aware of additional responsibilities for children’s safety and risk assessment procedures
17. To share tasks necessary as part of the general upkeep of the nursery (e.g. laundry, toy cleaning, equipment organisation, venue cleaning and upkeep)
18. To work as an effective member of Maiden Lane’s Early Years staff team and to participate in and contribute to regular staff meetings
19. To attend regular supervisions and annual appraisal meetings
20. To assist in the support and supervision of apprentices, students and volunteers in the setting
21. To attend all training required as part of continued professional development and to support the growth and development of the overall service
22. Demonstrate a willingness to attend training and to take opportunities for continuous professional development
23. Learn about developments in early years childcare and education
24. To undertake administrative tasks as required by the Pre-school manager
25. Demonstrate a flexible approach to day-to-day duties to ensure the smooth running and operation of the setting
26. To undertake any other tasks as requested by the Pre-School Manager or the management of Maiden Lane Community Centre in order to contribute to the continued effectiveness of the service and the organisation as a whole

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.