

# Tithe Barn Preschool

## Job Description



**Job Title:** Preschool Practitioner with Key Worker responsibility

**Responsible to:** Manager / Deputy Manager

### **Job Purposes:**

**Preschool Practitioner:** To be responsible for supporting the children during play sessions under the direction of the Preschool Manager / Deputy Manager.

**Key Worker:** To support a group of children and move their learning on further according to their individual needs.

### **Responsibilities:**

- To adhere to the Tithe Barn Preschool Policies and Procedures, with particular regard to Safeguarding Children, Health and Safety (including Mental Health), Behaviour, Equality and Diversity, Inclusion and Special Educational Needs and Confidentiality.
- Provide a safe, stimulating environment to meet the social, linguistic, creative, physical, imaginative, emotional needs of each child.
- Promote the inclusion and acceptance of all children in line with the British Values Policy.
- Encourage all children to interact and work cooperatively with others and engage all children in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- To ensure that the children are able to make choices within their play and have the opportunities to engage in positive active play.
- Establish productive working relationships with children, acting as a role model and setting high expectations.
- To foster appropriate behaviour by giving children clear, consistent and firm guidance whilst maintaining a caring and nurturing environment and by following the Preschool Behaviour Policy.
- To be vigilant at all times to minimise risk and take immediate appropriate action to avoid accidents.
- To respect and value the contributions made by all children, parent/carers, practitioners and other professionals within the Preschool community, and to foster a diverse and positive learning environment.
- To assist with the daily setting up of indoor and outdoor environments to provide for the safety, wellbeing and inclusion of the children attending the Preschool.

- Ensure all children are supervised at all times and be aware of staff ratios.
- To ensure continued professional development (CPD) through training, regular supervisions with the Manager and an annual appraisal.
- Participate in Staff Training days and meetings as appropriate.
- To ensure that all equipment and resources are maintained, tidied away and stored safely at the end of the Preschool session, and that the necessary preparation is carried out for the following day.
- To complete tasks in a timely manner.
- Abide by the Staff Code of Conduct and be aware of the Disciplinary Policy.

### **Specific to Key Workers**

- Support and liaise with the Manager / Deputy on a daily basis.
- Take lead from the Manager / Deputy and the daily running of the Preschool.
- To report any safeguarding issues to Manager / Deputy.
- To plan and implement the curriculum with age appropriate and stimulating activities to ensure that the children's learning and development needs are met.
- Be a Key Worker for a group of children.
- To record observations on Tapestry and publish them in a timely manner.
- To plan and deliver intervention groups which enrich the children's learning and help them progress in areas of need.
- To carry out observations and assessments to identify each child's next steps, to be used to inform the curriculum planning.
- To direct the Play Assistants on daily duties and observations needed to support their role as a Key Worker.
- To work in partnership with the children, parents/carers and other professionals.
- To carry out parent meetings and to ensure that each Key Child's Learning Journal is kept up to date.
- To complete the two year progress check where necessary and Summative Assessments throughout the year including a Transition summary for the child's transfer to the next setting.
- To be responsible for the pastoral care of the children undertaking duties such as toileting, nappy changing, comforting, preparing snack, etc.
- Be responsible for reading planning, preparing resources and ensuring keeping the school room organised, tidy and safe throughout the session.
- To plan and deliver intervention groups which enrich the children's learning and help them progress in areas of need.
- To teach children how to 'play' especially in the home corner, messy play and new activities.

- To add observations as directed by the Key Workers in specific areas of the EYFS on a daily basis e.g. PSED, CL and PD.
- To organise the noticeboards, bags, water bottles and lunches boxes during register time.
- Be responsible, as a team, for the strict cleaning of all equipment, toys, stationary and furniture within the school room on a daily basis.
- To ensure the rubbish in all bins (school room, toilets and kitchen) are bagged and put in the outside bin after every session.
- Advise the Preschool Manager / Deputy of any matter requiring attention such as concerns about a child or equipment needing repaired and replaced.
- Provide support to the Preschool Manager / Deputy to ensure that the Preschool maintains the highest standards and the ethos of Tithe Barn Preschool.
- To follow the Behaviour Policy and pass on any serious behavioural issues to the Manager / Deputy to deal with.
- To show good attendance at half-termly staff meetings