**Job Description:Early Years and Playwork Practitioner**

**Kea Preschool and Out of School Club**

Job title: Early Years and Playwork Practitioner

Responsible to: Pre-school Manager

Purpose of the job: To work as a key person and as part of the pre-school team under the direction of the manager and senior practitioners. To provide safe, high quality education and care for young children which meets the individual needs of children attending the setting.

**Safeguarding requirement:** Kea Preschool is committed to safeguarding and promoting the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

**Main duties**

1. To assist with the planning of the curriculum using the New Early Years Foundation Stage 2021 (EYFS) for guidance. We are using ‘In the Moment Planning’ (ITMP).
2. To help to set up for the daily routine and to help tidy away at the end of the session.
3. To act as a key person to a small group of children, liaising closely and building an effective relationship with parents/carers and ensuring each child’s needs are recognized and met and that they make good progress. To complete the observation, assessment and planning for these children.
4. To work in partnership with parents/carers and other family members.
5. To advise the Manager of any concerns, e.g. health and well-being of children, parents or the safety of equipment, preserving confidentiality as necessary.
6. To fill in any records correctly as appropriate, eg. Register, medication, accident, etc.
7. To teach children, offering an appropriate level of support and stimulating play experiences.
8. To ensure that children are kept safe and that you understand when to follow child protection procedures.
9. To support meal times within the setting.
10. To actively participate at team meetings, supervision meetings and appraisal meetings.
11. To attend training courses as required and to take responsibility for personal development.
12. To keep completely confidential any information regarding the children, their families or other staff, which is acquired as part of the job.
13. To be aware of and adhere to all the setting’s policies and procedures, e.g. safeguarding, health and safety, fire precautions, dropping off and collection of children, food safety, cleanliness of the setting etc. This is not an exhaustive list of the setting’s procedures.
14. To ensure that adequate records are kept and updated regularly.
15. To promote the setting to current parents and potential customers.
16. To comply with the requirements of the General Data Protection Regulation.
17. To undertake any other reasonable duties as directed by the Manager or Senior Practitioners Kea Preschool and Out of School Club

**Person Specification - Early Years and Playwork Practitioner**

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|  | **Essential** | **Desirable** |
| **Qualifications** | * Full and relevant level 3 Early Years Education and Childcare qualification or equivalent * EYFS training * Willingness to participate in other development and training opportunities | * Paediatric First Aid qualification * Food Safety qualification * Single Agency Safeguarding training * Manual Handling training * Evidence of training and development |
| **Experience** | * Proven experience of working with children in an early learning environment, either on placement or in paid employment * Experience of liaising with parents and families | * Experience of working with children in a playwork environment * Experience of working as part of a team * Experience of working with other agencies and professionals * Experience of having kept written records of children’s achievements * Experience of children with additional needs |
| **Knowledge** | * Knowledge of safeguarding and child protection procedures. * Ability to plan for individual and small groups of children * Ability to relate well to children and adults including other professionals / parents * Ability to demonstrate and promote good practice * Good understanding of the need for confidentiality | * Ability to reflect on learning and care needs * Knowledge of Playwork Principles |
| **Skills** | * Ability to manage multiple tasks and to prioritise * Good communication skills, with both adults and children * Ability to work independently using own initiative | * Reflective approach and commitment to personal development |
| **Personal qualities** | * Proactive and positive team player, able to work constructively as part of a team to understand pre-school roles and responsibilities and own position within these. * Caring, friendly, approachable, open, inclusive, welcoming, and personable * Enthusiasm for learning and working with children * Must be willing to work flexible hours between 7.45am – 6pm * Willing to work outside in all weather * Willing to attend staff meetings and training in the evenings | * Willing to cover additional hours as required |

**This post is exempt from the Rehabilitation of Offenders Act (1974) and does require an enhanced Disclosure and Barring Service Check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them. Satisfactory references will also be obtained prior to commencement of employment.**