**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 Early Years Foundation Stage (EYFS) for guidance. We are using ‘In the Moment Planning’ (ITMP).
2. To help to set up for the daily programme 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 recognised 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.