**JOB DESCRIPTION – Pre-School Key Person**

**Purpose of Post**

1. To work as part of the Pre-school team to provide safe, high quality education and care for young children which meets the individual needs of the children attending the setting
2. To work under the direction of the Pre-school Manager and to give support to other personnel within the Setting
3. To act as a Key person to a group of children

Key Areas

* Work with Children
* Team Work
* Liaise with Parents/carers

Duties and Responsibilities\*

1. To assist with the planning of the curriculum using the Early Years Foundation Stage (EYFS) curriculum for guidance
2. To help to set up the setting 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
4. Work in partnership with parents/carers and other family members
5. To ensure that activities are carried out in a safe and responsible manner in accordance with statutory responsibilities, and to advise the Pre-school Manager of any concerns over children, parents or the safety of equipment
6. To teach children, offering appropriate level of support and stimulating play experiences, preparing activities, organising programmes and arranging equipment
7. To ensure that children are kept safe and that you understand when to follow child protection procedures /safeguarding policy
8. To support meal times within the setting
9. To actively participate at team meetings, supervisor meetings and appraisal meetings
10. To attend training courses as required and to take responsibility for your development
11. To be aware of and adhere to all the setting’s operational policies and procedures, e.g. health and safety, fire precautions, dropping off and collection of children, food safety, cleanliness, ensure that the preschool offers the highest standards of physical and emotional care, health and safety, and personal and food hygiene at all times
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 ensure that adequate records are kept and updated regularly
14. To promote Pre-school to current parents and potential customers
15. Working with a range of people including school staff, visiting professionals and agencies, parents, children and families, and visitors and student placements
16. Understanding and being able to implement inclusive practices into the setting, to ensure all children have the opportunity to learn, interact and fulfil their potential
17. Promoting positive values, attitudes and good child behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging children to take responsibility for their own behaviour
18. To undertake any other reasonable duties as directed by the Pre-school Manager, in accordance with the setting’s business plan/objectives

Please note:

1. Work requires bending, kneeling and crouching for periods of time and may also involve lifting or holding children during planned activities, and changing nappies/toileting duties
2. Significant elements of inside and outside work, including leading outdoor learning

\*This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties as discussed and directed by the Pre-school Manager.

Hours:

Monday – Friday, 30 hours a week, term time only (38 weeks)

**Person Specification:**

Please note: The following specification is desirable, we will consider applicants without any previous experience or training who are willing to learn and undertake training to gain qualifications.

1. Level 2 or 3 early year’s education and childcare qualification or equivalent
2. Previous experience of working with young children
3. Sound knowledge of child development for children from birth to five years.
4. Knowledge of the Early Years Foundation Stage (EYFS)
5. Knowledge of child protection procedures
6. Good communication skills
7. An understanding of play based approaches to children’s learning and development.
8. Commitment to equal opportunities
9. Commitment to working effectively with young children and families.
10. Friendly and flexible approach at work, which facilitates the development of effective relationships
11. Current First Aid at Work qualification
12. Willingness to undertake further training as required