

<b>Job Description</b>	
<b>Job Title</b>	Early Years Practitioner/Pre-School Assistant
<b>Salary Range/Grade</b>	15 hours - £7,042 per annum 18.5 hours - £8,685 per annum
<b>Job Location</b>	Buttons Pre-School - Thanet
<b>Hours Per Week</b>	1 x 15 hours, 1 x 18.5 hours
<b>Reports To</b>	Pre-School Manager
<p><b>What positive impacts will this position have on children, young people and families?</b></p> <p>Through a combination of direct work with children, in the Pre-School and their parents, this role will support families to improve relationships and build firm foundations as the children grow and learn and prepare for school and life beyond.</p>	
<b>General Description</b>	
<b>Task</b>	
<ul style="list-style-type: none"> <li>• To work within the Early Years Foundation Stage Statutory Framework and the vision and values of Buttons Pre-School to promote high levels of education and care; supporting the happy and successful transition of children into mainstream school.</li> </ul>	
<ul style="list-style-type: none"> <li>• To work congenially with all colleagues in a team ethos, creating a nurturing, happy and secure environment for the children, parents and team.</li> </ul>	
<ul style="list-style-type: none"> <li>• To adhere to all Buttons Pre-School policies and procedures and to keep up-to-date with good practice, attending additional training whenever required.</li> </ul>	
<ul style="list-style-type: none"> <li>• To assist in the registration of children upon arrival and at collection ensuring they returned safely to the named person.</li> </ul>	
<ul style="list-style-type: none"> <li>• To reflect on your own practice in order to identify areas for development and deliver good child centred activities using the 3 I's (intent, implement, impact)</li> </ul>	
<ul style="list-style-type: none"> <li>• To plan and deliver learning experiences and activities to meet individual needs and to encourage and celebrate children's achievements and skills.</li> </ul>	
<ul style="list-style-type: none"> <li>• To help with room preparation and tidying up, including helping with cleaning toys and equipment as and when necessary.</li> </ul>	
<ul style="list-style-type: none"> <li>• To collaborate with partners such as schools, Early Help, and other referral agencies as required.</li> </ul>	
<ul style="list-style-type: none"> <li>• To provide and promote positive play within the Early Years Foundation Stages for children and supporting parents/carers in how they play with their children</li> </ul>	
<ul style="list-style-type: none"> <li>• Plan and deliver sessions using a needs-based, solution focussed framework, with relevant handouts, notes for group sessions as required</li> </ul>	

<ul style="list-style-type: none"> <li>To promote the welfare and well-being of early years children and their families, maintaining confidentiality and compliance with safeguarding and child protection protocols.</li> </ul>
<ul style="list-style-type: none"> <li>To seek to be trained to a high standard by undertaking Continued Professional Development and participating in team training.</li> </ul>
<ul style="list-style-type: none"> <li>Supporting children with SEND needs to ensure appropriate care and support for their learning needs</li> </ul>
<ul style="list-style-type: none"> <li>Accurately record detailed notes for 'All About Me' books and journals to ensure relevant and up-to-date information is continually collated.</li> </ul>
<ul style="list-style-type: none"> <li>Attendance of 1:2:1's and supervision on a regular basis</li> </ul>

<b>What you will have achieved by month 3</b>	<ul style="list-style-type: none"> <li>Settled into Pre-School team with good knowledge of children and colleagues roles</li> <li>Completed mandatory training</li> <li>Familiar with the Pre-School policies and procedures</li> <li>Completed full induction</li> <li>Contributing to planning and delivering sessions and within team meetings</li> </ul>
<b>What you will have achieved by month 6</b>	<ul style="list-style-type: none"> <li>Fully embedded member of the team</li> <li>Holding a caseload of a maximum of 7 children</li> <li>Confidently planning and delivering sessions</li> <li>Confident in the understanding of individual families and have built effective relationships with children and families</li> <li>To be engaging in specific training relevant to the role</li> </ul>
<b>What you will have achieved by month 12</b>	<ul style="list-style-type: none"> <li>Fully established within your key person role and role with families</li> <li>Able to demonstrate and example your impact on children and families</li> <li>Confident team member to contribute ideas to enhance services and outcomes further</li> </ul>

Type	Description	Essential/ Desirable
Qualification(s)	<ul style="list-style-type: none"> <li>Level 3 childcare</li> <li>GCSE grade C &amp; above English &amp; Maths</li> </ul>	D E
Professional Registration	N/A	
Experience	<ul style="list-style-type: none"> <li>Experience of working with early years children and their families</li> <li>Experience of working with SEND children and their families</li> <li>Have been involved Ofsted inspections</li> <li>Experience of supervising play sessions</li> <li>Experience of working in team environment</li> <li>Experience of working in an interagency setting</li> <li>Experience of collating and maintaining monitoring information</li> <li>Experience of setting up a room for safe play</li> <li>Working within confidential and data protection boundaries</li> </ul>	E  D  D E E E E  E E
Skills	<ul style="list-style-type: none"> <li>Ability to work with children</li> <li>Able to listen and provide practical strategies for parents</li> <li>Team working and organisational skills</li> <li>Communication and listening skills</li> <li>Planning and developing programs</li> </ul>	E E  E E E
Knowledge	<ul style="list-style-type: none"> <li>Working knowledge and demonstrable understanding of child protection and safeguarding issues, including Safeguarding and Child Protection policies, procedures and systems</li> <li>An understanding of the Early Years Foundation Stage</li> <li>Awareness of Health &amp; Safety practice in a play environment</li> <li>Understanding of SEND strategies</li> </ul>	E  E  E  D
Additional Requirements	N/A	

## Job Description & Person Specification

<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Dedicated</li><li>• Creative</li><li>• Reliable</li><li>• Confident</li><li>• Intuitive</li><li>• Approachable</li><li>• Caring</li><li>• Patient</li><li>• Team player</li><li>• Tolerant</li><li>• Continuous learner</li><li>• Proactive</li><li>• Quality driven</li><li>• Persistent</li><li>• Committed</li></ul>	E E E E E E E E E E E E E E
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## What We Expect From You

### Our Values:

Everything we do is driven by our values which define who we are and how we work together to support children, young people and families. Our values are at the core of everything we do.



Compassionate



Fair



Committed

### Our Behaviours:

We have certain expectations of your interactions with our colleagues, our partners, children and the general public. We would expect that you exhibit these behaviours as an employee of Spurgeons.

- Put children and young people first in everything we do
- Respect and value every individual
- Listen to understand without judging
- Be open and honest with kindness
- Persevere to be our absolute best and do what we say we will do
- Bring out the best in each other as we work together for the right result

### Equal Opportunities For All:

We actively encourage applications from a broad and deep range of backgrounds and experiences. We are a Disability Confident Employer.



### Safer Recruitment & Employment Policy:

As part of Spurgeons Safer Recruitment & Employment Policy, any appointment to this role will be subject to the completion of a DBS application and obtaining satisfactory references.