



Lavenham Pre-School  
Lavenham Village Hall  
Church Street  
Lavenham  
Sudbury  
Suffolk CO10 9QT  
01787 249738

[lavenhampreschool@gmail.com](mailto:lavenhampreschool@gmail.com)  
[www.lavenhampreschool.co.uk](http://www.lavenhampreschool.co.uk)

## **JOB DESCRIPTION**

**JOB TITLE:** Pre-school Practitioner

**BASED:** Lavenham Pre-school

**RESPONSIBLE TO:** Supervisor/Manager

**JOB PURPOSE:** To work as an effective member of the Lavenham Pre-school team in the provision of high-quality inclusive play and learning opportunities for all children attending the setting. To work with colleagues to provide a safe, welcoming, purposeful, stimulating and encouraging environment both indoors and outdoors.

**SAFEGUARDING REQUIREMENT:** Lavenham Pre-school 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:**

#### **Planning and organisation**

Planning and delivery of the EYFS curriculum, indoors and outdoors, in accordance with the 7 areas of learning, characteristics of effective learning

To help set up the learning environment for the day and to help to tidy away at the end of the session, ensuring that all toys and equipment are clean and safe at all times

Implementing risk assessments, as delegated, to ensure the well-being of children and adults in the setting

To assist with the planning of activities and the continual enhancement of the learning environment (quality improvement)

To work in partnership with parents/carers and other family members.

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.

To take action to support the setting to achieve and maintain a minimum good Ofsted rating at the next inspection.

To teach children, offering an appropriate level of support and stimulating play experiences.

To ensure that children are kept safe and that you understand when to follow child protection procedures.

To support meal-times within the setting.

To actively participate at team meetings, supervision meetings and appraisal meetings.

To attend training courses as required and to take responsibility for personal development.

To keep completely confidential any information regarding the children, their families or other staff, which is acquired as part of the job.

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 of the setting.

To ensure that adequate records are kept and updated regularly.

To promote the setting to current parents and potential customers.

### **High quality practice**

Keep up-to-date with current good practice in the EYFS

To interact and play with children, supporting them to develop skills

To be flexible, responsible and caring at all times

To recognise individual needs – Special Educational Needs (SEN) and disability, English as Additional Language (EAL) and cultural diversity

To be a key person and to observe and record children's developmental progress and record in their My Learning Journey – to include the two-year-old progress check

To be an active member of the team

Ensure confidentiality is maintained at all times

To liaise with staff and parents/carers, ensuring the smooth daily running of the setting is maintained. Ensure that all concerns and complaints are dealt with in a professional manner and in accordance with the policies and procedures

Attend regular team meetings and supervisions

To promote smooth transitions for children

### **Statutory, setting and legal obligations**

Knowledge and understanding of the EYFS, local safeguarding procedures and Health and Safety

To ensure an up-to-date knowledge of local safeguarding children procedures and ensure these procedures are embedded in everyday practice

To provide First Aid when necessary and contribute to keeping written records of incidents, accidents and concerns

To keep abreast of current developments and legislation by attending relevant training, network meetings, and reading relevant publications

### **Other**

To undertake any other reasonable duties as directed by the supervisor in accordance with the settings objectives and business plan

**This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager. The post holder is also expected to be flexible and adaptable in their approach to fulfilling their duties.**

## Person Specification

Essential	Desirable
<p><b>Education and Training</b></p> <ul style="list-style-type: none"> <li>Level 3 in Early Years and Childcare</li> </ul>	<ul style="list-style-type: none"> <li>GCSE Maths and English at Grade C or above</li> <li>Up-to-date Safeguarding, Paediatric First Aid and Food Hygiene training</li> <li>Evidence of relevant Continuous Professional Development</li> <li>Up-to-date with latest relevant research and theories</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>At least one year of experience working in a child care setting..</li> </ul>	<ul style="list-style-type: none"> <li>Experience of the full age range from 2 to 5</li> </ul>
<p><b>Abilities, Knowledge and Skills</b></p> <ul style="list-style-type: none"> <li>Ability to work as part of a team and on own initiative</li> <li>An awareness and understanding of inclusive practice</li>   <li>Self-reflection</li> <li>Enthusiastic and innovative approach</li> <li>Good time management skills</li> <li>Organisational skills</li> <li>Inter-personal skills</li> <li>Interaction with children</li> <li>Commitment to working collaboratively within a team</li> <li>Commitment to equal opportunities</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in partnership with parents and carers</li> <li>Experience of working in partnership with other agencies</li>   <li>Knowledge of planning and providing for high quality childcare and education</li> <li>Knowledge of supporting children's behaviour</li> <li>Knowledge of SEN code of practice</li> </ul>
<p><b>Other</b></p> <ul style="list-style-type: none"> <li>Commitment to attend training and other development opportunities</li> </ul>	

“Our setting is committed to safeguarding and promoting the welfare of children, young people and adults at all times and expects everybody working within this setting to share this commitment”.