



**HIGHFIELD**

Independent School for Boys and Girls

## **Full-time Early Years Practitioner Highfield Pre-School**

**Reports to:** Pre-School Manager and Head of EYFS in Highfield Pre-School

### **Responsibilities (2-4 years):**

#### **Planning and Organisation**

- To attend one week of INSET during the school holidays for in-house training and planning
- To attend weekly staff meetings;
- To plan, resource and evaluate adult directed activities for all children;
- To plan and resource child initiated learning throughout the care provision;
- To plan and prepare specific activities, including baking, story and art activities, both indoors and outdoors;
- To create displays and mount children's work;
- To ensure that the necessary materials and resources are available for all children;
- To create interactive role play areas and interest tables;
- To attend first aid training every three years and child protection training every year;
- To attend CPD courses and cascade information to the team at staff meetings.

#### **Working with Children**

- To have a sound knowledge and understanding of the statutory framework for the EYFS and characteristics of effective learning;
- To have a sound knowledge and understanding of the welfare requirements;
- To have a secure, detailed knowledge of child protection and Safeguarding procedures;
- To welcome and settle children during visits and when they have started;
- To scaffold children's' play and extend children's language, promoting questions and ideas;
- To be responsible for groups of children engaging in specific activities;
- To assist children with particular learning difficulties;
- To take responsibility for small groups of children on trips and outings;
- To supervise children during outdoor play;
- To supervise children when crossing the road to HLC, following established procedure.

#### **Assessment of Children**

- To have a secure knowledge of the observation, planning and recording cycle;
- To have a secure knowledge of child development;
- To observe children;
- To write up observations, both summative and formative, and to write reports;
- To record and track key worker children;
- To complete formal and informal assessments of key worker children.

#### **Care and Welfare of Children**

- To administer first aid to children or adults and record in the Accident Book. Ensure that the parent/carer signs the Accident Book after they have been given an explanation of the event;
- To supervise and assist dressing and toileting of children, including nappy changing;
- To provide comfort and reassurance to children in distress;
- To accompany sick children to hospital or Wellness Centre.

### **Housekeeping**

- To ensure Pre-School is kept tidy;
- To clean equipment used specifically for children;
- To keep playrooms tidy, replacing materials and resources appropriately;
- To use materials and resources economically;
- To attend to plants as part of a gardening related activity;
- To serve food and drink to children;
- To assist children with packed lunches and supervise them whilst eating;
- Occasionally purchase items for school using funds from petty cash;
- To ensure cups, plates, utensils are cleaned and stored safely.

### **Confidentiality**

- Staff must read and agree to the Confidentiality Policy. Individual children must not be discussed out of school;
- Children's records and information must be kept confidential.

### **Professional conduct**

- Staff must ensure that any written communication with parents is correctly spelt and punctuated;
- Staff must remain professional, showing the utmost respect when discussing sensitive issues with parents;
- Staff must respect one another's opinions and voice, supporting one another when necessary;
- If staff are unsure how to address a parent, or are faced with a difficult situation, the Pre-School Manager and Head of EYFS will offer guidance;
- Staff must have respect for others, including all staff (teaching and non-teaching), trainees, pupils and parents;
- Staff must demonstrate appropriate behaviour towards all children and young people at all times, both in formal and informal settings;
- Staff must be willing to listen to and act upon feedback and advice from the Pre-School Manager and Head of EYFS;
- Staff must take responsibility for their own learning. They must be able to discuss professional strengths in relation to practice and raise action points for their development;
- All staff must act in accordance with guidance as stated in the HLC Staff Handbook.

### **Person specification:**

- Level 3 childcare qualifications is required and experience of working with children in a similar setting or to be able to demonstrate that they have the relevant skill set and interest to be able to do so.