

EARLY YEARS ALLIANCE  
50 FEATHERSTONE STREET LONDON EC1Y 8RT

Registered as an Educational Charity

**JOB DESCRIPTION**

**JOB TITLE:** PRE SCHOOL WORKER  
**BASED:** NATIONAL DSP  
**RESPONSIBLE TO:** PRE SCHOOL MANAGER  
**RESPONSIBLE FOR:** NONE

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**JOB PURPOSE:** To provide inclusive play and learning opportunities for all children attending the Pre-school setting and to maintain a safe, stimulating and enjoyable environment.

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**SAFEGUARDING REQUIREMENT:**

The Alliance is committed to safeguard and promote 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.

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**MAIN DUTIES:**

1. To meet children's learning and development needs by providing stimulating and age-appropriate play and learning and development opportunities in the childcare setting, as directed by senior staff.
2. To be fully aware of the Alliance's operational policies and procedures and ensure policies are followed, implemented, monitored, reviewed by all staff this includes ensuring that all accidents and incidents are recorded as outlined in the policies and procedures.
3. To supervise the children and to protect them from dangerous or harmful situations To provide a high level of care that will enhance children's general health and well-being
4. To provide a high level of care that will enhance the children's general health and well-being and to ensure that all toys and equipment are clean and safe at all times.
5. Carry out observations In order to establish that the children's development, general health and well-being is being enhanced and maintain a consistent standard of observations and development records, including contribution to 2 Year Old progress checks as required.
6. To assist in providing a variety of outdoor activities to cover all areas of the children's development as well as supervising outdoor play in all weathers.

7. To act as a key person to a group of children.
8. To assist in the preparation of snacks, ensuring that all children's dietary and cultural needs are met and consideration is given to allergy requirements.
9. To liaise with parents, carers and guardians about children's needs & to inform them, giving daily feedback after session, always starting the discussion with a positive comment.
10. To be aware of any special educational and additional needs a child may have and informing other staff as appropriate. To ensure that every child's individual needs are known and met in an environment that is free from discrimination where each child is valued and respected.
11. To offer support and guidance to volunteers, students on placements and work experience in the room.
12. To arrange and attend parents, carers and guardians meetings to allow two-way discussion on children's progress on a regular basis.
13. To share progress of key groups of children and contribute to the planning of activities and delivery of curriculum
14. To contribute to and attend his/her supervisions and staff appraisal.
15. To attend and contribute at regular staff/team meetings.
16. To adhere to the Alliance's safeguarding policy and procedures to promote the welfare and safety of children within the setting and to share any welfare or child protection concerns immediately with the Pre-school Manager.
17. To attend any conferences, training events or meetings as identified by the Senior Childcare Worker, Deputy or Pre-school Manager.
18. To ensure adherence to Alliance's code of practice on confidentiality.
19. To keep up to date with current good practice.
20. To perform any other duties as deemed necessary by the Senior Childcare Worker, Deputy or Pre-school Manager.

**EQUALITIES:**

The post-holder must be aware of and respect difference and ensure that children have equality of access to opportunities to learn and develop. S/he must have an understanding of and commitment to equality of opportunity and anti- racism issues.

**POLICIES AND PROCEDURES:**

The post-holder must be aware of and comply with all the charity's policies and procedures including those relating to: child protection, health & safety and security, confidentiality and data protection, bribery and corruption, signing agreement and contracts and financial.

*This job description is not an exhaustive list of duties and you will also be required to carry out any other duties which may reasonably be required of you in accordance with the needs of the Pre-school Learning Alliance. You are also required to be flexible and adaptable with respect to your role.*

## **PERSON SPECIFICATION:**

### **Essential Criteria**

1. It is a statutory requirement that: “staff have a sufficient understanding and use of English to ensure the well-being of children in their care.” Section 3.26, EYFS (2014).
2. A minimum level 2 qualification in early years education and childcare qualification (e.g. NVQ 2 or equivalent) and a commitment to obtaining further qualifications as appropriate.
3. Current working experience of the childcare and early education sector.
4. A sound understanding of child development and children’s needs, taking into account the Special Educational Needs and Disability Code of Practice, safeguarding procedures and equality & diversity considerations
5. The ability to carry out observations to a high standard and in accordance with the Early Years Foundation Stage.
6. Ability to communicate verbally this includes the ability to establish rapport and credibility with external agencies, mothers, fathers and guardians and other carers.
7. Ability to communicate in writing by being able to produce clear, accurate and well-written reports and correspondence in English, e.g. for observations, behavioural and development etc.
8. Ability to build good partnership working relationships with staff.
9. An ability to engage with parents, carers and guardians about their children’s development.
10. Good customer awareness.
11. To be aware of the harmful impact on children of discriminatory experiences and ensure that children feel valued and respected for who they are
12. Commitment to young children and families.
13. Friendly, flexible approach.
14. Ability to work as a member of a team and on own initiative.
15. Demonstrable detailed knowledge of current legislation relevant to the Early Years

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### **Desirable Criteria**

1. A Level 3 early year’s education and childcare qualification (e.g. Pre-school Learning Alliance *Diploma in Pre-school Practice*, NVQ 3, or equivalent) as seen full and relevant by the DFE and a commitment to obtaining further qualifications as appropriate.
2. Experience or knowledge of the voluntary sector

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**TERMS & CONDITIONS:****Grade:****Hours:****Salary:****Annual Leave:**

*This post is exempt from the Rehabilitation of Offenders Act (1974) and does require an enhanced Disclosure and Barring Service check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.*

**Pension:** The table below shows what the base contributions are, and the dates they will rise. You can also choose to give more than the minimum amount should you wish.

<b>Date effective</b>	<b>Employer minimum contribution</b>	<b>Employee minimum contribution</b>	<b>Total minimum contribution</b>
Currently until 5 April 2018	1%	1%	2%
6 April 2018 to 5 April 2019	2%	3%	5%
6 April 2019 onwards	3%	5%	8%

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**JOB DESCRIPTION SIGN OFF**

Date issued by Manager:

Name:

Signature:

I confirm that I have received a copy of this job description and have had any questions about it answered.

Name of post holder:

Signature:

Date: