



## Job Description

<b>POST:</b>	Pre-school Practitioner
<b>RESPONSIBLE TO:</b>	Lead Practitioner / Pre-School Manager
<b>KEY RELATIONSHIPS:</b>	Pre-school Team, Oasis Hub and Academy School staff, LA representatives; external agencies; parents; local community;
<b>LOCATION:</b>	Oasis Pre-school, Oasis Lord's Hill, Southampton
<b>WORKING PATTERN:</b>	39 weeks per year (term time only)
<b>DISCLOSURE LEVEL:</b>	Enhanced
<b>JOB PURPOSE:</b>	<p>To assist where necessary in the day to day running of the pre-school. To provide a stimulating and varied programme of play and learning opportunities.</p> <p>To ensure the safety and well-being of the children.</p> <p>To undertake a key worker role with specific children.</p>

### Main duties

- To know, understand and use the Characteristics of learning throughout the day.
- To help set up the Pre-School room and garden areas for the daily programme following the Early Years Foundation Stage Curriculum, through development plans, long, medium and short term.
- To follow the daily risk assessments when setting up and helping to tidy away at the end of the session, ensuring that all toys and equipment are clean including sterilising regularly and safe at all times.
- Follow the daily routine, keeping to time scales throughout the day.
- To provide suitable, stimulating activities for all ages and abilities, including being able to adapt the activities to offer more support or to extend the activity, promoting process rather than product and to evaluate plans.



- To follow and comply with the Food Management policy, complete food hygiene training and support the setting and families to encourage a healthy lifestyle choice.
- Follow and comply with the settings Health and Safety policy at all times.
- To act as a good role model to children and adults within the setting.
- To work with the settings ECAT lead practitioner and follow the 'Top ten talking tips' at all times.
- Building relationships with parents and carers of a child will make them feel more comfortable and enable them to change how they engage with you to support their child.
- Encourage parental involvement, through the key worker system, open days and before and after each session.
- To deal with queries from parents within your role and forwarding all others to management.
- To review and support amendments in policies, risk assessments and any other paper work asked for by the management team.

### **Staff Responsibilities**

- Know the roles and responsibilities of all colleagues and follow the hierarchy system.
- Effective listening and communication with colleagues.
- RESPECT colleagues, children, parents, students and visitors at all times.
- Work as part of a team, fostering good working relationships and offering support.
- To assist with the planning of the curriculum, covering all seven areas of learning, to complete a range of observations to aid planning and next steps.
- To be aware of every child's inclusive needs and to familiarise oneself with relevant support plans.
- Take part in special events, outings, visits and fundraising events deemed relevant by the leader.
- To follow and comply with the settings Staff Uniform Policy.
- To undertake any other reasonable duties as directed by the Pre-school leader, or senior managers in accordance with the pre-school policies and procedures.

### **Meeting requirements**

- Comply with and follow the settings induction program.
- Complete regular DBS checks and disclose any information that may affect your work with children to management.
- To act as a **key person** to a small group of children;
- Follow all stages set out in the Role of a key person policy.
- Work closely with your key buddy to plan weekly activities, group times and to share relevant information.
- Liaising closely with parents/carers and never forgetting that the parents are the child's 'first key person'



- All paper work from families first meeting is fully completed, signed and kept up to date, including adding to the Unique Child book and home/school information sharing sheet.
- Being aware of individual needs, interests, stages of development of each child in your care, use this information to plan challenging and enjoyable experiences in all areas of development, including next steps, ECAT audits and any IEP's that may be in place.
- Children whose home language is not English; you need to provide opportunities for these children to use their home language alongside learning English.
- When planning activities for children you need to make sure you are prepared, have all the resources needed and can clearly show how you will support and extend the activity to suit the children's age and stages of development.
- Provide parents and carers with a written summary of a child's development in the Prime areas for their two-year progress check and share this information with the child's Health Visitor.
- Provide a written report for each key child covering their development in all areas of learning and planned next steps to work on at the end of each term. This is in full discussion with parents, carers and any other setting or agency involved with the child.
- Be prepared to produce written reports on key children's development in all areas of learning at short notice for the lead practitioner.
- To comply with the Confidentiality Policy
- Listen to, encourage, enable and keep children safe in the pre-school and out on trips or visits.
- To attend staff meetings, in-service training courses, appraisals and regular supervision meetings as directed in a positive and constructive way.
- To keep up-to-date with current good practice, including training and continuous professional development objectives.
- To follow the Safeguarding and protecting the welfare of children and child protection policy, regularly complete Child protection training and be fully aware of signs and symptoms to look out for.
- To advise the pre-school leader of any concerns e.g. over children, child protection, parents/carers or the safety of equipment, preserving confidentiality as necessary.
- To understand and follow the Behaviour Management policy working with the Behaviour management co-ordinator/Special Educational Needs Co-ordinator to support children's understanding of acceptable behaviours and give explanations at a developmentally appropriate level for each individual child.
- Ensure all policies and procedures are followed including all relevant paperwork as part of these, i.e.; accident/medical forms



- To undertake any personal care needs of a child, following the written procedure

### **General**

- Comply with and follow the settings induction program.
- Complete regular DBS checks and disclose any information that may affect your work with children to management.
- Committed to the role
- Calm and confident,
- Open and sensitive, especially during the settling-in process,
- Able to form healthy attachments,
- Able to provide appropriate comfort and reassurance to the child at all times.

### **B. Safeguarding Children**

**The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.**

**The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.**



# Pre School Practitioner Person Specification

## Oasis

Oasis was established in 1985 and has now grown into a group of charities working to deliver housing, training, youth work, health care, family support and primary, secondary and higher education. In the UK we employ around 2,500 staff as well as working with thousands more volunteers. We also work in nine other countries around Europe, Asia, Africa and North America.

## Vision

The vision of Oasis Academies is to create both outstanding schools and community hubs. As well as delivering first-class and innovative education, Oasis build 'Hubs' in the areas it works; creating safe and inspiring local neighbourhoods that provide integrated and diverse services to benefit the whole person and the whole community.

OCL's mission is to create and sustain a network of excellent learning communities working in the context of the Oasis ethos where every child can reach their full potential. OCL believes this can be achieved through clear leadership, outstanding staff, a positive, affirming environment, strong partnerships between children, parents/carers and the local community and the wider national and international links that Oasis' global operations create.

## Ethos and values

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. The work of Oasis Community Learning is motivated and inspired by the life, message and example of Christ. This is encapsulated by the following five statements:

- a passion to include everyone
- a desire to treat everyone equally, respecting differences
- a commitment to healthy and open relationships
- a deep sense of purpose that things can change and be transformed
- a sense of perseverance to keep going for the long haul.

	Essential	Desirable
Qualifications	Recognised Level 3 Childcare Qualification.	<ul style="list-style-type: none"> <li>• G.C.S.E Maths, English, Science at grade A-C or equivalent.</li> <li>• Current Paediatric First Aid Certificate</li> </ul>



<p><b>Experience, Skills and knowledge</b></p>	<ul style="list-style-type: none"> <li>• Knowledge of the principles of working in a pre-school setting</li> <li>• Working knowledge of the EYFS</li> <li>• Experience of working with children 2 yrs – 5 yrs post qualification.</li> <li>• Enthusiastic and effective team player</li> <li>• Understanding of child development and of children's needs</li> <li>• Experience of independent work</li> <li>• Ability to work with parents and to encourage their involvement</li>   <li>• Good written and oral communications skills</li> <li>• Ability to keep accurate records</li> <li>• Calm and adaptable with an ability to work within a flexible and busy environment and cope in an emergency.</li> </ul>	<ul style="list-style-type: none"> <li>• Recent professional development relevant to post.</li> </ul>
<p><b>Personal Qualities</b></p>	<ul style="list-style-type: none"> <li>• Commitment to safeguarding and promoting the welfare of children and young people.</li> <li>• Willingness to undergo appropriate checks, including enhanced DBS checks.</li> <li>• Motivation to work with children and young people</li> </ul>	



	<ul style="list-style-type: none"><li>• Self-motivated and committed to self-development</li><li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li><li>• Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos.</li><li>• Commitment to ensuring H&amp;S requirements are adhered to at all times.</li></ul>	
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