



Foundation Stage Practitioner Job Description

NB: This post is exempt from the Rehabilitation of Offenders Act 1974.

Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.

Job Title:	Foundation Stage Practitioner
Responsible to:	Pre-school Manager firstly and then Chair of Management Committee
Purpose of the job:	To work as a Key Person and as part of the Pre-school team under the direction of the Pre-school Manager to provide safe, high education and care for young children. To deliver a stimulating and enjoyable environment for the children and work colleagues.

Main Duties

- To provide high quality play experiences which fully implement the Early Years Foundation Stage.
- Understand how to plan the curriculum and individual learning plans for children in accordance with the EYFS.
- As a Key Person, participate in and keep all evidence of planning, observations, tracking and learning outcomes for children.
- To teach children, offering an appropriate level of support and stimulation.
- To participate in and encourage child centred activities allowing for children's choice and development.
- Work as a part of a team which besides staff members, may include parents, students and volunteers.
- To work in partnership with parents/carers.
- To always communicate sensitively with parents/ carers and children.
- To be aware of any special needs a child may have and to familiarise oneself with relevant play and learning plans.
- To be aware of and implement Safeguarding procedures. To keep such records confidential and separate. To notify the Lead or Deputy Safeguarding Practitioner.



St. Dominic's Pre-School Playgroup

St. Dominic Savio RC Primary School,
Western Avenue,
Woodley, Reading,
Berkshire RG5 3BH
Telephone: 07947 015484

Email: manager@stdominicspreschool.co.uk
chairperson@stdominicspreschool.co.uk

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- Assist children with their personal hygiene.
 - To help set up the classroom for the daily programme and tidy away at the end of the session, ensuring that all toys and equipment are clean and safe at all times.
 - To ensure that the room and the outdoor area is safe at all times and the Health and Safety Policy is implemented.
 - To ensure that children are supervised at all times indoors and outdoors, in line with Ofsted requirements.
 - To ensure that all accidents and incidents are recorded and be aware of the First Aid procedure used in Preschool.
 - To be aware of fire procedures and fire extinguishers.
 - To prepare snack in line with current food hygiene standards.
 - Understand the importance of taking a daily register and other relevant records.
 - To follow policy on discipline which enables staff to be consistent in their handling of children, promoting 'good' behaviour.
 - To attend in-service training courses and meetings as required. To keep completely confidential any information regarding the children, their families or other staff which is learnt whilst undertaking your position.
 - To attend half termly evening staff meetings.
 - To ensure that all Ofsted welfare requirements are met.
 - To keep up to date with current issues and developments concerning the Early Years and to undertake further training as required.
 - To understand the requirements of the Wokingham Early Years and Childcare including attending meetings if required.
 - To undertake any other reasonable duties as directed by the Pre-school Manager, in accordance with the Pre-school business plan.
 - To be aware of the role and responsibilities of the named SENCO
 - To work in partnership with attending agencies, for example Speech therapists, Inclusion team.



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PERSON SPECIFICATION FOR EARLY YEARS PRACTITIONER

ESSENTIAL CRITERIA:

- Experience of working in a nursery or a Pre-school setting.
- Diploma in Pre-School Practice, NVQ level 2 or level 3 in Early Years, equivalent or above Level 3 qualification.
- Sound understanding of child development and of children's needs.
- Ability to plan and implement the Early Years Foundation Stage.
- Ability to work with parents and to encourage their involvement.
- Ability to work as a team.
- Commitment to personal development through training and appraisal.
- Commitment to equal opportunities and understanding of religious and cultural diversity.
- Clear communication skills including written and spoken English.
- Ability to write clear reports.
- Willingness to work in partnership with other agencies.
- Good physical and mental health.
- Ability to implement policies.

DESIRABLE CRITERIA:

- Experience of working with parents/carers
- Computer literate
- Valid First Aid certificate
- Valid Basic Food Hygiene certificate