

Job Description

Position: Early Years Practitioner

Reports to: Pre-School Manager / Deputy Manager

Purpose of the Role

Actively uphold and demonstrate Chestnuts Pre-school's commitment to safeguarding and promoting the welfare of children and young people, ensuring all policies and procedures are embedded daily to maintain a strong, proactive safeguarding culture across Chestnuts Preschool.

To provide high-quality care and education for young children, supporting their development in line with the Early Years Foundation Stage (EYFS). The Early Years Practitioner acts as a key person, fostering a safe, inclusive, and stimulating environment while working collaboratively with families, colleagues, and external professionals.

Key Responsibilities

- Act as a key person to a group of children, maintaining positive and responsive relationships with both children and their families
- Plan and deliver purposeful, play-based activities to support each child's learning and development in accordance with the EYFS
- Observe, assess, and track children's progress, keeping accurate records and using these to inform planning
- Promote positive behaviour, well-being, and independence, in line with Chestnuts' ethos of praise and support
- Set up and maintain an engaging, safe, and age-appropriate learning environment; assist with tidying and resetting the space daily
- Lead small group activities and, where required, step in to lead elements of the session such as registration or story time
- Adhere to all safeguarding, health & safety, and confidentiality policies at all times
- Engage in planning meetings, reflective practice, and continuous professional development
- Build and maintain effective relationships with parents, including participating in parent consultations and the AGM
- Support events, outings, transitions, and seasonal celebrations
- Maintain strong connections with local feeder schools such as The Hawthorns Primary and Windmill Primary to support smooth transitions

Additional (if applicable):

- Work alongside the Manager and SENCO to support children with additional needs
- Liaise with professionals such as speech therapists, health visitors, and social care teams
- Contribute to professional reports and Early Years Intervention Plans (EYIPs)
- Stay informed about updates and best practices across the early years' sector

Person Specification

Criteria	Essential	Desirable
Qualifications	Full and relevant Level 3 Early Years qualification (e.g. NVQ Level 3, DPP, CACHE, NNEB)	Paediatric First Aid, Food Hygiene, Safeguarding certificates
Experience	Working in an EYFS setting with key person responsibilities	Supporting children with SEND; experience with external professionals

Knowledge	Strong understanding of the EYFS, safeguarding, and child development	Familiarity with EYIPs and multi-agency approaches
Skills	Effective observation and planning; strong communication with families and colleagues	Ability to lead sessions or deputise where necessary
Personal Attributes	Warm, empathetic, and reliable; values inclusive practice and child-centred care Creative, reflective, and enthusiastic about continuous improvement	
Other Requirements	Commitment to confidentiality and continuous professional development	Awareness of local school transition processes