

# St George Preschool CIO

## Job Description - Early Years Practitioner

**Job Purpose:** To enable children to engage in a range of play and learning opportunities and to participate in the day to day running of the preschool.

**Responsible to** The Manager / Deputy / Room Lead / Management Committee.

**Job Details:** Mon to Fri 08:30 to 15:20  
20 mins unpaid break (32 ½ hours) - **Term time only**

### Main duties and responsibilities:

- To provide and maintain a high-quality service to children and their families working as part of a team to meet children's individual needs.

### Children and Families:

- To develop and maintain positive relationships with children and families.
- To assist with the 'in the moment' planning and delivery of a wide range of activities to meet and extend all children's needs.
- To work within the EYFS and promote high standards of care for the children.
- To assume responsibility for key children and ensure that all children's developmental needs are met, accurately recorded and online learning journals are up to date.
- To maintain children's safety and wellbeing at all times during attendance at the setting and on trips.
- To take any action required to ensure the safety and welfare of children and to report any concern immediately to the Manager.
- To ensure good communication between staff and parent's/carers.

### Staff:

- To work as a positive role model and member of the staff team.
- To attend staff meetings, supervisions, and relevant identified training.
- To have a flexible approach to working with children throughout the setting

### General:

- To work within policies and procedures at all times.
- To keep accurate records as required.
- To maintain positive working relationships with relevant external professionals.
- To support and develop an environment which is inclusive for all and recognises and encourages diversity.
- To represent the setting professionally at all times, maintaining the settings integrity and being open to both giving and receiving feedback.
- To undertake any other duties as reasonably directed by the Manager / Deputy / Room lead / or management committee.