



Job Description for Early Years Practitioner at Sandbrook Community Playgroup

Responsible to: Playgroup Manager

Purpose of the role: To work as a key person and as part of the playgroup team under the direction of the Manager to provide safe, high quality education and care for young children. To maintain a stimulating and enjoyable environment.

Main duties:

1. To assist with the planning of the curriculum, supporting the planning and implementation of activities with individual or groups of children; promoting effective teaching and learning.
2. To teach children, offering a high level of support and stimulation.
3. To monitor and evaluate children's learning through a range of assessment and monitoring strategies.
4. To provide objective and accurate feedback and reports for parents and other professionals on children's achievements progress and related matters.
5. To act as a key person to children who attend the playgroup, liaising closely with parents/carers and ensuring that each child's needs are recognised and met.
6. Oversee the induction and settling in process for new children and their families.
7. To help set up the playgroup rooms for the daily programme and to help tidy away at the end of the day, ensuring that all toys and equipment are clean and safe at all times and that there are good standards of hygiene and cleanliness in the playgroup.

8. To advise the Playgroup Manager of any concerns for example about children, safeguarding, parents/carers or the safety of equipment preserving confidentiality as necessary.
9. To be aware of any special needs a child may have and to familiarise oneself with relevant play and learning plans.
10. To promote the inclusion of all children.
11. To meet the physical needs of children, encouraging good standards of personal hygiene whilst promoting independence.
12. To provide support for the children's emotional and social needs by implementing the principles of the playgroup Behaviour Policy and role modelling high standards in all aspects of their role and personal conduct.
13. To accompany children on trips and visits as required.
14. To support children with their toileting needs and to change nappies as required.
15. To support the playgroup's commitment on safeguarding children.
16. To attend staff meetings as required and input ideas.
17. To attend training courses and meetings as required and participate in performance development.
18. To keep completely confidential any information regarding the children, their families or other staff.
19. To keep up-to-date with good practice and be proactive in the continuation of personal learning to improve outcomes for children and their families.
20. To have a clear knowledge of and adhere to all health and safety regulations.
21. To comply and assist with the development of policies and procedures.
22. Keep and monitor accident, incident and risk assessment records.
23. To be aware of all emergency and fire evacuation procedures.
24. To use own initiative and to work as part of a team.
25. To undertake any other reasonable duties as directed by the Deputy Manager or Manager in accordance with the Playgroup objectives.
26. To be flexible in hours and duties in order to meet the needs and requirements of the playgroup.

Signed by

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