



<p><b>Job Description</b></p> <p><b>Pilgrims Pre-Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b></p>	
<p><b>Job Title:</b></p> <p><b>Location:</b></p> <p><b>Reporting Line:</b></p> <p><b>Hours:</b></p>	<p>Early Years Support Practitioner</p> <p>Pilgrims Pre-Preparatory School</p> <p>Room Leader, Department Manager</p> <p>8am to 10am and/or 4pm to 6pm, Monday to Friday, annually or term time</p>
<p><b>Main duties and responsibilities:</b></p> <p>Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.</p> <p>Be aware of and complying with policies and procedures relating to Safeguarding and child protection, health and safety, security and confidentiality. Report all concerns to an appropriate person</p> <p><b>The role of the Early Year Support Practitioner is to:</b></p> <ul style="list-style-type: none"> <li>• To display a passion, commitment and motivation to consistently follow the agreed vision, missions and aims of the school.</li> <li>• Support the implementation of the Early Years Foundation Stage (EYFS), demonstrating a clear understanding of Early Years Statutory Requirements and all relevant school policies and procedures.</li> <li>• Understand and consistently role model the school values of Curiosity, Kindness and Respect.</li> <li>• Support and encourage an inclusive environment, taking into account the needs of others including colleagues, children and their families and the various cultural, religious, ethical or personal preference that they may have.</li> <li>• Demonstrate a sense of fun, imagination, empathy and patience.</li> </ul> <p><b>Operational Duties</b></p> <ul style="list-style-type: none"> <li>• To ensure that all information relating to Pilgrims school, its operation, children, staff and parents / carers is treated with the utmost sensitivity and confidentiality.</li> <li>• To read, understand and adhere to all policies, procedures and risk assessment relevant to your role and the safe running of the school.</li> <li>• Ensure your Line Manager is informed and consulted of any parent requests/ concerns.</li> <li>• Ensure Accident and Incident forms are filed in and maintained correctly.</li> <li>• Ensure children are signed in and out of setting and registers are kept correctly.</li> <li>• To be flexible and adaptable, to assist in all areas of early years work and to provide</li> </ul>	



support for other members of staff.

### **General Duties**

- Answer the phone or entry phone system as appropriate and meet and greet parents on arrival and give feedback at the end of the day as directed by your Line Manager.
- To assist with the preparation of the Early Years area for breakfast and serve to a group of children, supporting in developing their independence and self-help skills, communication and social skills and general development. Complete breakfast lists for feedback. Clean and clear away before and after meals following the appropriate cleaning procedures in preparation for the morning/afternoon session.
- Adhere to staff ratios at all times, adjusting the ratio board as a child arrives for registration and leaves at the end of their session. Log parent phone calls incoming and outgoing, date and time.
- To clean and restock nappy changing area as required and ensure toilets and potties are cleared and cleaned after use.
- Support the children to wash hands on arrival, before and after meals and playing outside.
- Prepare cots/mats for sleep, assist and support the children with their sleep routines and clean cots/mats after each use.
- To carry out housekeeping duties as appropriate such as cleaning furniture, toys, equipment and resources and keeping up with any laundry on a daily basis. To ensure furniture, resources, toys and equipment are organised, stored correctly, cleaned regularly and any breakages reported to your Line Manager. Clean marks or spillages (doors, floors, walls etc) as soon as they happen.

### **Looking after the welfare of the children**

- To be aware of all Dietary and Medical requirements/needs regarding the children in your care and ensure their health and safety at all times. Liaise with Early Years Practitioners and Early Years Leads for guidance where necessary.
- Attend to the physical welfare of the children, for example, reporting Safeguarding concerns in line with school policy and procedures
- To ensure good standards of safety, hygiene and cleanliness are maintained at all times.
- Work in partnership with parents/carers, recognising that parents are their children's first educators, and encourage parental involvement in the setting.
- Follow the First aid policy and procedure to dress minor wounds, deal with health requirements as necessary (e.g. use of asthmatic inhalers) and help maintain formal records of such treatment, subject to suitable training and instruction being provided.

### **Learning and Development for children**

- Support and assist with the educational, physical, cultural, emotional and social needs of the children in line with the EYFS. Exercise responsibility for the positive behaviour of children, ensuring that health and safety practices concerning children are maintained
- To be sensitive to children as individuals, with special regard to those with special educational needs - including physical, behavioural and emotional difficulties, liaising with other colleagues as appropriate.



## Job Description – EY Support Practitioner

- To be involved with children and their activities; to encourage and extend children's thinking and learning through open-ended questions.

### **Communication**

- Communicate effectively with staff, children and parents.
- Ensure you remain up-to-date with all methods of communication including e-mails, school diaries, communication books and meeting minutes.

### **Training and development**

- Attend supervision meetings with your Room Leader as requested.
- Actively participate in regular performance management cycles, completing all necessary paperwork to identify areas of development and training needs.
- Attend INSET days, training and staff meetings etc. as requested and attend out of working hours activities as requested e.g. staff training, parent events etc

### **Other Duties**

You may also be required to undertake such other comparable duties as the school requires from time to time.