



Wroughton Preschool Job Description

Dated:

Job Title:

Early Years Educator – Bank Staff

Responsible to:

Preschool Leader/Supervisor

Responsible for:

None

Purpose of job:

To work as part of the pre-school team under the direction of the pre-school leader to provide safe, high-quality education and care for young children.

Main duties

1. To actively promote and support the safeguarding of children, young people, and adults in the workplace, ensuring that the pre-school's policies and procedures are always observed.
2. To assist with the planning of the curriculum using the EYFS guidance by providing safe, creative, and appropriate educational opportunities for all children within an inclusive environment.
3. To help set up the playroom for the daily programme and help pack away at the end of the session.
4. To ensure that activities are carried out in a safe and responsible manner in accordance with statutory responsibilities, and to advise the pre-school supervisor of any concerns over children, parents, equipment, premises and preserving confidentiality as necessary.
5. To help children learn through play and to work towards early learning goals, offering an appropriate level of support, stimulation and to work creatively with the children within the statutory Early Years Framework, as instructed by the pre-school supervisor.
6. To be involved in curriculum planning, and record keeping as requested and led by the supervisor.
7. To attend staff/planning & SENCo meetings when required which will be outside of normal working hours.
8. To have a positive approach to continuous professional development, attending all mandatory training and other professional training and development as required.
9. To keep completely confidential any information regarding the children, their families, or other staff, which may be acquired as part of the job.
10. To encourage parental involvement and support through the development of effective working relationships.
11. To follow all pre-school policies, including those regarding safeguarding and confidentiality.
12. To ensure that the pre-school offers the highest standards of physical and emotional care, health and safety, and personal and food hygiene at all times.

13. To interact daily with children to provide a range of stimulating activities to promote all areas of learning, ensuring all children have equal access to opportunities to learn and develop.
14. To work with a range of people including primary school staff, visiting professionals and agencies, parents, children and families, and visitors and student and volunteer placements.
15. The work requires bending, kneeling, and crouching for periods of time and may also involve lifting or holding children during planned activities, cleaning and changing nappies/toileting duties.
16. To understand and being able to implement inclusive practices into the setting, to ensure all children have the opportunity to learn, interact and fulfil their potential.
17. To work with the pre-school supervisor to establish an appropriate safe and secure learning environment.
18. To promote positive values, attitudes, and good child behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging children to take responsibility for their own behaviour.
19. To undertake any other reasonable duties as directed by the pre-school supervisor, in accordance with pre-school objectives.
20. To work as part of a team and support colleagues and the supervisor in the day to day running of the pre-school.