

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title:	Pre-School Practitioner
Hours:	8.30am-3.00pm, term time only
Work Base:	The RISE Pre-school @ The Oaks
Reporting To:	RISE pre-school manager
Main Purpose of Job:	
To assist in the delivery of the pre-school curriculum, in line with the Early Years Foundation Stage (EYFS) in order to support children under five, to improve outcomes for families and have a positive impact on their lives.	
Key Task List:	
<ol style="list-style-type: none"> 1. To deliver the daily programme of pre-school activities and events and provide evaluations of how activities went. 2. To assist in the setting up and clearing away of all activities and equipment. 3. To actively encourage children's progress in all areas of development, types and stages of play by interaction and extension of play activities in line with the learning outcomes of the EYFS. 4. To provide full care for the children including safe delivery to parents and/or named carers and to provide light refreshments to the children. 5. To sometimes, provide one-to-one support for children with specific learning and behavioural requirements. 6. To follow the observation and record keeping system (Tapestry) and maintain the records for his or her key children so that the children's attainment and progress are effectively and regularly assessed. 7. To liaise with parents by exchanging information on the child's progress and elicit feedback from the parents/carers through dialogue, consultation and questionnaires. 8. To contribute to curriculum planning, policies, procedures, and record keeping (daily register, accident and incident forms) as requested and led by the pre-school Manager. 9. To attend in-service training and meetings as required. 10. To be actively involved in appraisals and supervisions according to the trust's policy. 11. To undertake any other reasonable duties as directed by the Pre-school Manager, RISE Trust Senior Manager or CEO. 	
Job Activities – Standard Terms Common to all Job Descriptions	
<ol style="list-style-type: none"> 1. To work within the RISE Trust's Child Protection & Safeguarding Policy because safeguarding and promoting children's welfare is a priority in all aspects of the Trust's Delivery Plans. Any safeguarding concerns should be immediately reported to the Chief Executive Officer of The RISE Trust using the Trust's alert process. 2. To undertake any other reasonable duties which are commensurate with the grade and responsibilities of the post as directed by the Chief 	

Executive Officer in accordance with the objectives for the Children's Centre operational plans. The RISE Trust exists to respond to the needs of individuals, consequently many of the tasks and responsibilities are unpredictable and varied. It is therefore expected that all staff will work in a flexible, resilient and confidential manner when required, undertaking tasks that have not been specifically covered in their job description.

3. To promote the organisation's strong commitment to Equality, Diversity and Inclusion.
4. To promote the organisation's quality assurance systems.
5. To handle all details about the children attending the Community Hub confidentially and in accordance with the requirements of the Data Protection Act.
6. In discharging the duties of the post to have due regard for the provisions of Health & Safety at Work legislation, as detailed in the Health & Safety manual.

The RISE Trust is a Christian community charity which is totally diverse and inclusive.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

In accordance with safer recruitment protocols, we will request references in advance of interviews, for shortlisted candidates.



PERSON SPECIFICATION		
Factors	Essential	Desirable
Qualifications	NVQ Level 2 or 3 in childcare and education or equivalent	Willingness to work towards qualifications in childcare and education.
Experience/Knowledge	An understanding of and ability to deliver good quality childcare and education. Good knowledge of child development and the EYFS.	Working with vulnerable families Mental Health awareness
Skills/Abilities	Ability to communicate, verbally and in written form with children, parents and carers, colleagues and representatives from outside agencies such as OFSTED and government regulatory departments. A commitment to Equal Opportunities. Ability to provide and facilitate safe and creative play. Enjoys working with young children. Ability to engage with individuals from a range of backgrounds. Commitment to safeguarding, equality, diversity and inclusion opportunities and anti-discriminatory practice. Ability to work on own initiative.	Able to respond to the changing needs of the pre-school
Personal Qualities	Passionate about social action and outreach in the community. Ability to communicate effectively with a broad range of people, from families to Senior Managers. Non-judgemental approach. The ability to prioritise workload and meet deadlines in a fast-moving environment. Responsive to change and new ideas; adapt to new systems. Enthusiastic and motivated who works to a high set of principles. The ability to be solution focused, tolerant, patient, kind, warm, empathetic, friendly and with a positive 'can do' approach is highly essential. Ability to work as part of a team. Enthusiastic and motivated.	Sense of humour. The ability to empathise with parents/carers

The RISE Trust Christian values	The RISE Trust is a Christian Charity and Christian values underpin the RISE Trust's approach to social action within the community. We would therefore politely request the person is respectful of our prayer with and for staff, volunteers and service users, as and when appropriate.
<i>“Through unconditional love, commitment and passion we seek to enable all children, young people and adults to be the best they can be.”</i>	