

# Job Description



<b>Job Title:</b>	Early Years Practitioner	
<b>Department:</b>	Preschool	
<b>Business Unit:</b>	Junior School	
<b>Line Manager:</b>	Deputy Head: Nursery – Primary 3	
<b>Job Purpose:</b>		
To assist in the provision of high-quality education and care for the children in the School’s charge; delivering the overall aims and objectives of the School, whilst recognising and responding to the needs of each child as the unique individual they are.		
<b>Main Responsibilities:</b>		
1	<b>Preschool Education and Care:</b> <ul style="list-style-type: none"><li>To work as a member of the Preschool team and contribute to the efficient smooth running of the Preschool service.</li><li>To help provide a stimulating and happy care environment by participating in a competent, interesting and enthusiastic manner.</li><li>To be thoroughly conversant with the Early Years Curriculum (HGIOELC, Building the Ambition, Curriculum for Excellence), to participate as necessary in the development of Preschool curriculum, policy and methodology and to maintain SSSC registration.</li><li>To have a thorough knowledge of child development and apply this knowledge in response to the individual needs of the children.</li><li>To recognise the important role parents play in their children’s learning and to actively involve them.</li></ul>	45%
2	<b>Operational Responsibilities:</b> <ul style="list-style-type: none"><li>To share responsibility for a group of children within the Preschool Class.</li><li>To be responsible for setting up/tidying up equipment in both indoor and outdoor areas, in co-operation with colleagues, and to contribute to the maintenance and care of all equipment and apparatus.</li><li>To take responsibility for the organisation and preparation of snacks and to encourage the children to participate as fully as possible.</li><li>To work with the children in indoor and outdoor areas of the Preschool maintaining good order and discipline and being aware of safety and health factors at all times. The latter includes taking responsibility for cleaning soiled children where necessary and assisting with lunch and rest time supervision.</li></ul>	30%

	<ul style="list-style-type: none"> <li>To be responsible for small groups of children on organised outings and within the school grounds.</li> </ul>	
3	<b>Maintaining Records:</b> <ul style="list-style-type: none"> <li>To help maintain the learning files for this group of children, identifying, recording and taking forward individual next steps in learning in consultation with the Preschool Teacher.</li> </ul>	10%
4	<b>Personal and Departmental Development Activities:</b> <ul style="list-style-type: none"> <li>To participate in appropriate professional staff development opportunities both in and out of the school and to take part in the School's Staff Development Scheme, including Appraisal and Review.</li> <li>To contribute to team planning meetings.</li> </ul>	5%
5	<b>Communications and Working Relationships:</b> <ul style="list-style-type: none"> <li>To foster good relationships and effective communications with the children, parents, staff and visitors to the Pre-School.</li> <li>To attend meetings and school functions as appropriate and to contribute positively and effectively to the corporate life and welfare of the pupils, colleagues, the Junior School and George Watson's College.</li> </ul>	5%
6	<b>Other responsibilities:</b> <ul style="list-style-type: none"> <li>To endeavour to play a part in the constant desire to keep George Watson's College in the forefront of modern education.</li> <li>To carry out any other duties as directed by the Head of Junior School or members of the JS Management Team.</li> </ul>	5%
<b>Key Contacts and Working Relationships:</b>		
<ul style="list-style-type: none"> <li>Colleagues in room team, in the wider Preschool team and Line Managers – it is important to maintain effective relationships and open lines of communication in order to support children and each other</li> <li>Parents – welcoming and giving feedback at the end of the day</li> <li>Outside agencies – meeting re specific pupils and being instrumental in providing information and carrying out an agreed plan</li> </ul>		
<b>Planning and Organising:</b>		
<ul style="list-style-type: none"> <li>Individually and as a team, planning for children's next steps - ongoing</li> <li>Contribute written, photographic and oral observations</li> <li>Planning and organising, as a team, the children's learning environment indoors and out</li> <li>Responsibility for being organised for specific planned activities</li> <li>Independently respond to the needs of the child and proactively seek ways of supporting learning</li> <li>Contribute to maintaining the standards of the Department</li> </ul>		

**Problem Solving and Decision Making:**

- Be able to use own initiative to solve problems, involving their team leader if required
- Contribute thoughts and ideas to team discussions
- Use knowledge and understanding of child development and current practice guidance to support children's learning and development
- Play an active role in carrying out and evaluating the Improvement Plan

**Resources and Requirements:**

- No line management or budgetary responsibilities
- Responsible for the maintenance of resources and reporting damage
- Responsible for ensuring resources, room layout and the outdoor environment are safe for the children

**Knowledge, Skills and Experience:****Essential:**

- HND in Childcare and Education or SVQ level 3 in Early Years Care & Education or equivalent
- SSSC Registration
- Previous demonstrable practical experience in a similar environment
- Excellent team working ability
- Good oral and written communication skills
- Literacy
- Initiative
- Resilience
- Flexibility

**Desirable:**

- Creative and imaginative ability