



St. John the Baptist Church Hall, Church Lane, Pinner, HA5 3AA  
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**JOB DESCRIPTION:**

**JOB TITLE:** Early Years Practitioner  
**BASED:** Pinner Parish Pre-School  
**RESPONSIBLE TO:** Manager and Committee members  
**RESPONSIBLE FOR:** Pre-School Children  
**JOB PURPOSE:** To work as a key person and 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. To maintain a stimulating and enjoyable environment.

**MAIN DUTIES:**

1. To help set up the playroom for the daily programme and to help tidy away at the end of the session, ensuring that all toys and equipment are clean and safe at all times.
2. To assist with the planning of the curriculum as per the Early Years Foundation Stage.
3. To act as a key person to a group of children, liaising closely with parents/carers and ensuring each child's needs are recognised and met.
4. To maintain the Learning Journals of key children with up-to-date observations, recording evidence of their work and planning their Next Steps.
5. To prepare summative reports of all key children at the end of every term and share it with the Manager and parents of the key child.
6. To advise the pre-school leader of any concerns e.g. over children, child protection, parents/carers or the safety of equipment, preserving confidentiality as necessary.
7. To be aware of any special needs a child may have and to familiarise oneself with relevant play and learning plans.
8. To teach children, offering an appropriate level of support and stimulation while encouraging independence.
9. To attend staff meetings.
10. To attend in-service training courses and meetings as required.
11. To keep completely confidential any information regarding the children, their families or other staff which is acquired as part of the job.
12. To help organise and participate in pre-school fundraising events.
13. To keep up-to date with current good practice.
14. To undertake any other reasonable duties as directed by the Pre-school Manager.

*This job description is not an exhaustive list of duties and you will also be required to carry out any other duties which may reasonably be required of you in accordance with the needs of the Pre-school Learning Alliance. You are also required to be flexible and adaptable with respect to your role.*

Date issued by Manager:

Name:

Signature:

I confirm that I have received a copy of this job description and have had any questions about it answered.

Name of post holder:

Signature:

Date: