



Rougham

Acorns & Woodlands

Registered Charity No. 1124816

CHURCH ROAD, ROUGHAM, BURY ST. EDMUNDS, SUFFOLK. IP30 9JJ

TEL: 01359 271998 www.acornsandwoodlands.com

JOB DESCRIPTION

Early Years Practitioner (preschool and wrap around care) – term time & Early Years Educator for Holiday club – school holidays

Full Job Description

Job Title: Early Years Practitioner for wrap around care and preschool, and Early Years Educator for Holiday club.

We welcome candidates who are interested in flexible working, which may include job sharing and part time working.

Based: Rougham Acorns and Woodlands Preschool, Rougham, IP30 9JJ

Responsible to: Manager, Deputy Manager and Committee

Responsible for: Working with other staff, students and volunteers

Job Purpose: To work as an effective member of the Rougham Acorns Team and to support the delivery of the provision of high-quality inclusive play and learning opportunities for all children attending the setting. To support the manager in establishing and sustaining a safe, welcoming, purposeful, stimulating and encouraging environment both indoors and outdoors.

To support the leadership team in ensuring that all statutory, legal and setting obligations are followed and met.

Main duties

- To provide a high standard of physical, emotional, social and intellectual care for the children in our preschool.
- To work as part of a team in providing a safe, caring and stimulating environment for all children. (ages range from 2 to 12 yrs. old across the provision)
- To assist in the development of a stimulating range of resources and activities relevant to the age and needs of the children in the setting, which encourage independence and self-motivation

- Planning and organisation – planning, delivery and monitoring of the EYFS curriculum, indoors and outdoors.
- To help set up the learning environment for the day and to help to tidy at the end of the session, ensuring that all toys and equipment are always clean and safe.
- Implementing risk assessments as delegated, to ensure the wellbeing of children and adults in the setting.
- To assist with the planning of activities and the continual enhancement of the learning environment (quality improvement)
- **High Quality practice**
- To keep up to date with current good practice in the EYFS
- To interact and play with children, supporting them to develop skills and model good practice to other staff.
- To be flexible, responsible and caring
- To recognise individual needs – Special Educational Needs (SEND) and disability, English as Additional Language (EAL) and cultural diversity
- To act as a key person for a group of children and their families
- To observe and record children’s developmental progress – to include the two-year old progress check.
- To be an active member of the team
- Ensuring confidentiality is always maintained
- To liaise with staff and parents/carers, ensuring the smooth daily running of the setting is maintained. Ensure that all concerns and complaints are dealt with in a professional manner and in accordance with the policies and procedures.
- Attend regular team meetings and supervisions
- To promote smooth transitions for children
- **High quality leadership**
- Support the leadership team in the monitoring of systems and records including Key persons system, Tapestry Learning journeys, Two-year-old checks, Individual Education Plans (IEP), Behaviour Support plans, Safeguarding and Welfare concerns
- Ensuring staff confidentiality is always maintained
- Support the manager with the induction of students and volunteers.
- **Statutory, setting and legal obligations**
- Knowledge and understanding of the EYFS, local safeguarding procedures, Common Assessment Framework intervention and support, Safer recruitment, Health and safety
- Liaise and work in partnership with other agencies, for example attend Team around Child, Child in Need meetings if required.
- Implementing policies and procedures
- To provide First Aid when necessary and contribute to keeping written records of incidents, accidents and concerns
- To keep abreast of current developments and legislation by attending relevant training, network meetings, and reading relevant publications

- To hold a current food hygiene certificate
- This job description is not an exhaustive list of duties, and the post holder will be required to undertake any other reasonable duties as discussed and directed by the manager.

Holiday Club

- To welcome the children in the morning, and to prepare breakfast for them if required
- To offer activities whilst at Acorns relevant to their age
- To follow our procedures regarding register and signing the children over to the relevant adult at the end of the day
- The Holiday club Activity Assistant is required to assist the manager in delivering a wide range of sessions including various sports, arts and crafts, indoor and outdoor activities etc. Their primary role is to ensure that children are engaged and having fun in a safe and secure environment
- To assist in the preparation, serving and clearing away of snacks and lunch
- To provide where appropriate basic first aid and record any incidents according to Acorns and Woodlands policy and procedures
- To communicate concerns, misbehaviour and information to The Manager and/or other staff as appropriate

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check.

We welcome applications from candidates of all backgrounds and identities. We recognise and value the diversity of our staff, and families, and strive to create an inclusive and welcoming environment for all.

Benefits

Flexible working opportunities

28 days holiday including bank holidays (pro-rata)

Uniform provided

Free off road parking

Hours

Monday to Friday times to vary within our opening and closing times (8-6)