
JOB DESCRIPTION

Job Title: Early Years Practitioner

Department: Duchy College Pre School

Direct involvement with: All Staff and Pre-School pupils and parents

Hours: Full-time and Part-time

Salary: £14.28 per hour from September 2026

Main Duties

Responsibilities (2-4 years):

Planning and Organisation

- To attend one week of INSET during the school holidays for in-house training and planning
- To attend weekly staff meetings;
- To plan, resource and evaluate adult directed activities for all children;
- To plan and resource child initiated learning throughout the care provision;
- To plan and prepare specific activities, including baking, story and art activities, both indoors and outdoors;
- To create displays and mount children's work;
- To ensure that the necessary materials and resources are available for all children;
- To create interactive role play areas and interest tables;
- To attend first aid training every three years and child protection training every year;
- To attend CPD courses and cascade information to the team at staff meetings

Working with Children

- To have a sound knowledge and understanding of the statutory framework for the EYFS and characteristics of effective learning;
- To have a sound knowledge and understanding of the welfare requirements;
- To have a secure, detailed knowledge of child protection and Safeguarding procedures;
- To welcome and settle children during visits and when they have started;
- To scaffold children's' play and extend children's language, promoting questions and ideas;
- To be responsible for groups of children engaging in specific activities;
- To assist children with particular learning difficulties;
- To take responsibility for small groups of children on trips and outings;

- To supervise children during outdoor play;
- To supervise children when crossing the road to main school, following established procedure.

Assessment of Children

- To have a secure knowledge of the observation, planning and recording cycle;
- To have a secure knowledge of child development;
- To observe children;
- To write up observations, both summative and formative, and to write reports;
- To record and track key worker children;
- To complete formal and informal assessments of key worker children.

Care and Welfare of Children

- To administer first aid to children or adults and record in the Accident Book. Ensure that the parent/carer signs the Accident Book after they have been given an explanation of the event;
- To supervise and assist dressing and toileting of children, including nappy changing;
- To provide comfort and reassurance to children in distress;
- To accompany sick children to hospital or Wellness Centre.
- Housekeeping
- To ensure Pre-School is kept tidy;
- To clean equipment used specifically for children;
- To keep playrooms tidy, replacing materials and resources appropriately;
- To use materials and resources economically;
- To attend to plants as part of a gardening related activity;
- To serve food and drink to children;
- To assist children with packed lunches and supervise them whilst eating;
- Occasionally purchase items for school using funds from petty cash;
- To ensure cups, plates, utensils are cleaned and stored safely.

Confidentiality

- Staff must read and agree to the Confidentiality Policy. Individual children must not be discussed out of school;
- Children's records and information must be kept confidential.
- Professional conduct
- Staff must ensure that any written communication with parents is correctly spelt and punctuated;
- Staff must remain professional, showing the utmost respect when discussing sensitive issues with parents;
- Staff must respect one another's opinions and voice, supporting one another when necessary;
- If staff are unsure how to address a parent, or are faced with a difficult situation, the Pre-School Manager and Head of EYFS will offer guidance;
- Staff must have respect for others, including all staff (teaching and non-teaching), trainees, pupils and parents;
- Staff must demonstrate appropriate behaviour towards all children and young people at all times, both in formal and informal settings;

- Staff must be willing to listen to and act upon feedback and advice from the Pre-School Manager and Head of EYFS;
- Staff must take responsibility for their own learning. They must be able to discuss professional strengths in relation to practice and raise action points for their development;
- All staff must act in accordance with guidance as stated in the Staff Handbook.

Person

Specification

Level 3 childcare qualifications is required and experience of working with children in a similar setting or to be able to demonstrate that they have the relevant skill set and interest to be able to do so.

Duchy College is committed to safeguarding and promoting the welfare of children and the successful applicant must be willing to undergo child protection screening appropriate to the post. Please note that the successful applicant cannot start in school until all pre-employment checks have been completed. The school is an educational charity and equal opportunities employer.