



Little Foxes Preschool

Job Description for Early Years Practitioner

Job title:	Early Years Practitioner
Line Manager:	Early Years Deputy Managers and Little Foxes Lead
Location:	Little Foxes Playgroup, c/o The John Moore Primary School, Columbine Road, Walton Cardiff, Tewkesbury, GL20 7SP
Purpose of the job:	The Early Years Practitioner is responsible for assisting in the supervision, care and observation of children at the Little Foxes Nursery and Preschool under the direction of the Early Years Deputy Managers and Little Foxes Lead.
Hours:	30 hours, fixed term contract initially until 18 th July 2025
Salary:	Grades 3-5, dependent on experience.

Safeguarding Requirement:

Little Foxes Preschool is committed to safeguarding and promoting the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

Main Duties:

1. To assist with the delivery of the curriculum using the Early Years Foundation Stage (EYFS) Framework
2. To act as a key person to a small group of children, liaising closely and building an effective relationship with parents/carers and ensuring each child's needs are recognised and met.
3. To work as part of the Little Foxes team by:
 - Working under the direction of the Early Years Deputy Managers and Little Foxes Lead;
 - Contributing to creating an effective team;
 - Attending relevant external and in-house training sessions as required;
 - Keeping up to date with the latest ideas in childcare through training courses and relevant publications;
 - Attending update training for First Aid, Child Protection and Food Hygiene.
4. To work in partnership with parents/carers and other family members.
5. To advise the Little Foxes Lead and/or Early Years Deputy Managers of any concerns, e.g. health and well-being of children, parental concerns or the safety of equipment, preserving



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confidentiality as necessary.

6. To teach children, offering an appropriate level of support on an individual and group basis.
7. To be aware of the differing needs of a wide range of children and to be able to use a variety of strategies and approaches to meet those needs.
8. To assist with organising a wide range of stimulating and safe activities throughout every session and facilitate child-initiated learning through play, promoting positive attitudes and equal opportunities in order that every child thrives.
9. To assist in the observation of children.
10. To supervise children, ensuring a correct adult to child ratio.
11. To ensure that children are kept safe and that child protection procedures are followed.
12. To support meal times within the setting.
13. To actively participate at team meetings, supervision meetings and appraisal meetings.
14. To keep any information regarding the children, their families or other staff, which is acquired as part of the job completely confidential.
15. To be aware of and adhere to all the setting's policies and procedures including those relating to child protection and safeguarding, confidentiality, equality and diversity, health and safety, fire precautions, dropping off and collection of children, food safety, setting hygiene and whistleblowing. This is not an exhaustive list of the setting's procedures.
16. To ensure that adequate records are kept and updated regularly.
17. To comply with the requirements of the General Data Protection Regulation.
18. To encourage positive behaviour in children and ensure that unacceptable behaviour is dealt with in accordance with the rules and procedures of the Little Foxes Preschool.

In addition, the Early Years Practitioner is expected to undertake any other relevant duties as specified by the Early Years Deputy Managers and Little Foxes Lea commensurate with the level of the post.



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Personal Specification

	Essential	Desirable	How identified
Training and qualifications	Flexibility to undertake essential training	A recognised level 2 or above childcare qualification	Application form Certificates
	GCSE Maths and English	A Paediatric First Aid certificate	Interview
Experience	Experience of working with children aged under 5 within a day care setting	Experience of supporting children with additional needs	Application form Interview
	Experience of providing play and learning opportunities for children	Experience of working in a team	References
Knowledge and skills	Demonstrate knowledge and application of literacy and numeracy and the ability to communicate clearly and accurately in spoken and written standard English Language	Ability to use ICT equipment appropriately	Application form Interview References
	Sound knowledge of child development and the needs of young children		
	Good working knowledge of the EYFS Curriculum		
	Ability to plan, provide and evaluate a wide range of play and learning opportunities which meet children's individual needs		
	Ability to complete basic administrative tasks		
	Ability to be a reflective practitioner in order to develop own and others' practice		
	Ability to communicate effectively with all children, staff and families		
	Ability to support and develop an environment which is inclusive for all and encourages diversity		