



**Job description: Senior Practitioner / 3rd in Charge**

Job title: Senior Practitioner / 3rd in Charge

Responsible to: Manager

Purpose of the job: To work as a key person and as part of the pre-school team under the direction of the manager. To provide safe, high-quality education and care for young children which meets the individual needs of children attending the setting.

Job details: The role is based in Haslingfield at our welcoming, not-for-profit preschool in the heart of the village. We need a person to join us as soon as possible on a permanent basis, for between two and five days per week. The role will be term time only, with exact hours and days to be agreed with the successful candidate. Flexibility to work overtime would be welcome. Rate of pay £11.50 per hour.

Closing date: Monday 17<sup>th</sup> April 2023

**Safeguarding requirement:** Haslingfield Little Owls 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 planning and delivery of the curriculum using the Early Years Foundation Stage (EYFS) for guidance.
2. Be the named '3rd in Charge' to have overall responsibility for the running of the setting in the absence of the management team.
3. To support the day-to-day management and operational running of the pre-school alongside management.
4. To support management to oversee teaching, learning and assessment.
5. Support new team members through room-based inductions in partnership with the room leaders.
6. Provide an inclusive environment for colleagues, children and visitors.
7. 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.
8. To advise the Manager of any concerns, e.g., health and well-being of children, parents or the safety of equipment, preserving confidentiality as necessary.
9. To take action to support the setting to achieve and maintain a minimum 'Good' Ofsted rating at the next inspection.
10. To teach children, offering an appropriate level of support and stimulating play experiences.

11. Prepare and complete activities based on children's stage of development and interests.
12. To ensure that children are kept safe and that you understand when to follow child protection procedures.
13. To support meal times within the setting.
14. To actively participate at team meetings, supervision meetings and appraisal meetings.
15. To attend training courses as required and to take responsibility for personal development.
16. To keep completely confidential any information regarding the children, their families or other staff, which is acquired as part of the job.
17. To be aware of and adhere to all the setting's policies and procedures including those relating to confidentiality, equality and diversity, health and safety, fire precautions, dropping off and collection of children, food safety, cleanliness of the setting, safeguarding, setting hygiene and whistleblowing. This is not an exhaustive list of the setting's procedures.
18. To ensure that adequate records are kept and updated regularly.
19. To promote the setting to current parents and potential customers.
20. To comply with the requirements of the General Data Protection Regulation.

**This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager. The post holder is also expected to be flexible and adaptable in their approach to fulfilling their duties.**

## **Person specification**

### *Essential criteria*

1. Willingness to learn and undertake further training.
2. Level 2 or above early years education and childcare qualification or equivalent.
3. One Year experience in a senior role.
4. Previous experience of working with young children.
5. Sound proven knowledge of child development from birth to five years.
6. Knowledge of, and evidence of the use of the Early Years Foundation Stage (EYFS) including planning in the moment, and reflective practice.
7. Demonstrates knowledge and appreciation of safeguarding and child protection procedures and interprets those procedures correctly.
8. Excellent communication skills.
9. A demonstrable understanding of play-based approaches to children's learning and development.
10. A proven commitment to continuously promote a culture of safeguarding.
11. A commitment to equal opportunities.

12. A commitment to working effectively with young children and families.
13. A friendly and flexible approach at work which facilitates the development of effective relationships.

*Desirable criteria*

1. Paediatric First Aid qualification.
2. Experience of using Tapestry.
3. Experience of forest school.
4. An understanding of heuristic play.
5. A strong understanding of how to best manage children's behaviour.
6. ENCO.
7. Basic child protection training.

**This post is exempt from the Rehabilitation of Offenders Act (1974) and does require an enhanced Disclosure and Barring Service Check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.**

**For more information and an application form, please contact:**  
[chair@haslingfieldlittleowls.org.uk](mailto:chair@haslingfieldlittleowls.org.uk)