

JOB DESCRIPTION

JOB TITLE	Early Years Practitioner
DEPARTMENT	Acorns Pre School
REPORTING TO	Acorns Room Leader & Head of EYFS
SUMMARY OF JOB ROLE To be an enthusiastic and committed practitioner who assists in the provision of high-quality education for Pre School children in a safe, caring and stimulating environment.	
MAIN DUTIES	
1.	To work as part of the Pre School team in providing a safe, caring and stimulating environment that promotes learning through play following the Early Years Foundation Stage Curriculum.
2.	To liaise with colleagues in the EYFS team to plan and lead activities to support all areas of the curriculum.
3.	To ensure that the Pre-School is a safe environment for the children, that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times, and fire drills are regularly practised.
4.	To be aware of all legal and statutory requirements relating to EYFS.
5.	To have responsibility for a group of children as a Key Person – monitoring progress, identifying needs, highlighting concerns, and liaising with parents including formal meetings twice a year.
6.	To attend training or courses to contribute to CPD.
7.	To attend open days or any other school functions when necessary.
8.	Carry out tasks associated with children's personal hygiene and welfare.
9.	To write a formal report to parents of key children once a year.
10.	To support the Head and Deputy Head with administrative tasks.
11.	To record observations of all children through annotations and photographs as a record of progress and achievement for all children.
12.	To contribute to short and long term planning.

13.	To attend Early Years meetings and Preparatory School meetings when appropriate.
14.	To contribute to lunch and playground duties as required.
15.	To present a positive image of Ashville College in all dealings with parents, staff and the public in general.
16.	Understand the importance of safeguarding in education In line with our commitment to safeguarding, all members of staff have a duty of care towards Ashville College pupils and are expected to report any such concerns to the Designated Safeguarding Lead.
17.	Work in a manner that promotes and protects own health and safety, as well as that of other staff, pupils and visitors.

PERSON SPECIFICATION

Please note, these are the criteria which will be considered as part of the selection process.

EDUCATION AND QUALIFICATIONS
- Minimum Level 3 in Early Years. - First Aid Certificate (Paediatric) – preferable but training can be given.
EXPERIENCE
1 years' relevant experience of working in a pre-school or nursery setting.
KNOWLEDGE AND UNDERSTANDING
Have an exemplary knowledge of the EYFS.

PREPARED BY	Head of Prep School
DATE	October 2026

It is the shared responsibility of the job holder and their Line Manager to ensure that job descriptions are kept up to date.

Job holder's signature: _____

Date: _____