



## **JOB DESCRIPTION**

<b>Post Title:</b>	<b>Kindergarten Practitioner (Qualified)</b>
<b>Terms of Employment</b>	<b>All year round</b>
<b>Responsible to:</b>	<b>Kindergarten Manager</b>
<b>Hours: (Flexible)</b>	38 hours - condensed over 4 days – 0800 – 1730 hours 39.5 hours/week - Mon-Fri 0800 – 1530 hours x 4 days + 1 day 0800-1730 hours for late tea
<b>Band/Grade</b>	<b>Band 2/Grade 3 – rising to Grade 1</b>

### **Main Purpose of Job:**

Support the Room Leader to facilitate a high standard of physical, emotional, social and intellectual care for children and implement a daily routine.

### **Duties and Responsibilities:**

- Assist in the planning of appropriate experiences for the children, in line with the Kindergarten's guidelines on teaching and learning, which support the requirements of the Early Years Foundation Stage Framework (EYFS).
- Fulfil the role of Key Person for a designated group of children in line with the requirements of the EYFS.
- Assist in provided effective liaison with parents on a day-to-day basis regarding the welfare, learning and development of the children in their group. To recognise that the working relationship with parents is of paramount importance and ensure that trust is maintained at all times.
- Assist the Late Tea Club, once a week, from 3.30pm to 5.30pm.
- Implement policies and procedures to ensure welfare requirements of the EYFS are met accordingly.
- Participate and uphold the Kindergarten's policy on planning, assessment and recording in line with the requirements of the EYFS statutory framework.
- To take a shared responsibility for standards of safety, security, hygiene, cleanliness and tidiness throughout the Kindergarten as specified in the Settings policies.
- children's sleeping arrangements, nappy changing routine and food preparation.
- Take a shared responsibility in the care, maintenance and cleanliness of all equipment and toys within Kindergarten.
- Participate in the staff meetings and training days. Be willing to access any training to further enhance personal development.
- Comply with all policies and procedures.
- Treat all staff, children and parents with courtesy, respect and kindness at all times.

## Safeguarding

St Edward's School Trust is committed to safeguarding and promoting the welfare of children and young people; applicants must be willing to undergo enhanced checks with the Disclosure and Barring Service and two references, one must be from the most recent employer.

## Working at St Edward's

St Edward's is a co-educational Catholic independent day school for children aged 1-18 years, welcoming all faiths and none. Enjoying over 40 acres of wonderful grounds at the Prep School, both schools share a commitment to excellence in academic study and the provision of outstanding pastoral care. Parents comment on the positive ethos and values of the School and our pupils are grounded, intelligent, articulate, caring and responsible.

Our Early Years setting won the prestigious Independent School's Associations award for excellence and innovation in provision in November 2015 and has achieved an 'excellent' ISI inspection result for 2017 & 2020.

### Person Specification – Kindergarten Practitioner

	ESSENTIAL	DESIRABLE
<b>Qualification</b>	Level 3 qualification in childcare and education	
<b>Experience</b>	At least one-year's previous EYFS experience in a voluntary or paid capacity.	
<b>Knowledge</b>	Knowledge and experience in planning learning experiences for young children to meet with the requirements of the EYFS statutory framework.	
<b>PERSONAL ATTRIBUTES</b>	Drive and ambition with an enthusiastic passion for seeing children achieve. Enjoys being with children and seeing them learn in a positive climate. A team player, open to coaching and mentoring. Good interpersonal skills, resilient and an ability to be a supportive member of a small team. Has a record of reliability and integrity.	
<b>SAFEGUARDING AND CHILD PROTECTION</b>	Committed to safeguarding and promoting the welfare of children and young people Willingness to undergo an enhanced Disclosure and Barring Service (DBS) check is required for all successful applicants	