**Pre School Practitioner – Level 3**

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| **Job Family** | Teaching Assistant |
| **Level** | 3 |
| **Role Title** | Pre School Practitioner |
| **Responsible To:** | Pre School Manager |
| **Pay** | Level 3, points 5-6 |

**Main duties:**

* To follow long, medium and short term plans which ensure that each child is working towards desirable learning outcomes within the EYFS curriculum.
* To attend regular staff and planning meetings
* To deliver high quality teaching and offer appropriate stimulation and support to the children.
* To lead pre-school sessions as required
* To complete observations and record keeping in the form of learning diaries so that children’s attainment and progress is effectively and regularly assessed.
* To ensure records are properly maintained (e.g. daily attendance register, accident and incident book).
* To ensure that the pre-school is a safe environment for children, that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times and fire drills are regularly practised.
* To implement all pre-school policies and procedures.
* To keep up-to-date with current safeguarding practises.
* To attend in-service training and meetings as required.

**Liaison:**

* To liaise closely with parents/carers, informing them about the pre-school and its curriculum, exchanging information about children’s progress and encouraging parental involvement through Tapestry.