

# Job Description – Senior Practitioner

## Job Title: Senior Practitioner

**Location:** *Wilmslow Methodist Pre-school*

**Responsible to:** The Employee will be employed by Wilmslow Methodist Pre-school and will be under the supervision of Christine Singer, Pre-school Manager

**Responsible for:** *none*

### **Purpose and Objectives:**

To support learning plans and next steps of key children following the Early Years Foundation Stage (EYFS), Development Matters and any future updates to these documents.

To work with the staff and management of Wilmslow Methodist Pre-school to provide outstanding care in line with Ofsted's criteria. To work with the management team to aid the efficient and safe running of the pre-school.

To take on leadership roles that have been discussed and agreed with the management team.

### **Main Responsibilities and Duties of Senior Practitioner are:**

1. To support and assist the Manager and Deputy in the efficient running of the Pre-School taking on extra roles as discussed and agreed with the Management
2. Participate in monthly management meetings to help with planning of activities and reflective practice
3. Assist and show round parents of prospective new children if the Manager or Deputy is unavailable
4. Aid in the maintenance of Display Boards and Reflective Journal. Work with other staff members to improve practice and understanding of the Early Years Foundation Stages (EYFS) and Development Matters.
5. Help to market the Preschool and assist in scheduling and organising special events for the children and for fundraising.
6. Carry out the Practitioner Roles and Responsibilities

### **Practitioner Role and Responsibilities**

1. Keep completely confidential any information relating to children, their families or other members of staff.
2. Advise the Management team of any matter requiring attention such as concerns about a child, family or co-worker. Be responsible as part of the staff team to ensure the working environment is safe, advising the Management team of any equipment needing repair or replacement.

3. Act as key person to a group of children, setting appropriate targets and planning activities, and maintaining the online Learning Book with a high standard of observations for your key children. Keep and maintain termly reports, relevant SEN reports and other required paperwork. Take and assist children with using the toilet (and nappy changing)
4. Build a strong and supportive relationship with the parents/carers of the children in order to share positive experiences at the end of each session
5. Work with the team to help plan and run small group activities and story times, and be prepared to focus on specific areas of the curriculum as recommended by the Management Team.
6. Assist with preparation and supervision of snack time. Help to set up and take down heavy equipment and assist with setting up and clearing away different exciting activities on a daily basis.
7. Attend relevant staff meetings and continue Professional Development by attending courses recommended to help you support the Pre-School and the needs of your key child. Keep up to date with Early Years Foundation Stage (EYFS) developments.
8. Be prepared to work alongside other professionals (Health Visitors, SEN team, Speech and Language Team (SALT) etc)

## Management

The Employee will have a manager whose responsibilities will be to:

- Become familiar with the work of the Employee.
- Equip and offer training and development.
- Work with the Employee to encourage the child's development by using the "plan, assess, do, review framework".
- Determine priorities for the work with the child.
- Prepare a personal development plan with the employee.
- Ensure good communications between the staff members, parents and children.
- Monitor and evaluate progress with the Employee on a regular basis (meetings will take place monthly during the probationary period and termly thereafter).
- Act as a "sounding board" to the Employee.

## Terms and conditions:

Terms of appointment:	Permanent from
Remuneration:	The salary will be £10.50 per hour.
Hours of work	Normal working pattern: 35 hours per week, 38 week term time annualised.
Expenses	All reasonable expenses will be reimbursed. These will need to be agreed with the manager first.
Holiday entitlement	5.6 wks per year paid at the following periods: one week in December, one week at Easter, 1 week in July and 2.6 weeks in August.

Last date modified: 5/1/2021

Criminal record clearance	Appointment will be subject to a satisfactory enhanced DBS check.
References	Appointment will be subject to satisfactory references
Probationary period	Appointment will be subject to the satisfactory completion of up to three-month probationary period.

Safeguarding lead role

- Manage safeguarding matters within the Pre-School in combination with the Management Team. Supervise staff in the process of making safeguarding reports, working with outside agencies and maintaining paperwork.
- Time will be made available for paperwork and meetings associated with these responsibilities, and if necessary, training will be provided whilst acting as Safeguarding Deputy until able to assume lead role.

Special Educational Needs Co-ordinator