



JOB DESCRIPTION FOR BANK STAFF PRACTITIONER

Job Title: Bank Staff Practitioner
Employed by: Tutshill Community Pre-School
Accountable to: Management Committee
Line Manager: Pre-school Manager

Safeguarding requirement: Tutshill Community Pre-school 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 organization.

Administrative Duties

- To support pre-school staff in keeping a daily register, and relevant records, including registration and accident book details.
- To support pre-school assistants to maintain their key children's learning journeys by recording spontaneous learning episodes.

Staff Duties

- To report to and work with the Pre-school Manager.
- To attend staff meetings as requested.
- To contribute to creating an effective team.
- To attend induction and Child Protection training.
- To attend in-house training sessions as required.

Duties Towards the Children

- To ensure that the care of the children meets the statutory requirements for the Early Years Foundation Stage 2021.
- To be familiar with and work to Early Learning Goals.
- To have a good understanding of child development relevant to the ages and stages of children attending the setting.
- To help organize a wide range of stimulating and safe activities throughout the session, including play, to promote positive attitudes and equal opportunities.
- To challenge sex, class, racial and religious discrimination.
- To help supervise the children, ensuring a correct adult to child ratio.
- To be aware of the differing needs of a wide range of children and to be able to meet those needs.
- To encourage positive behaviour in children, and ensure unacceptable behaviour is managed in accordance with the policies and procedures of the setting.
- To observe children to identify the next stage in their development.
- To help organize and take part in the children's activities/games.

Other Duties

- To arrive in time to help set up the day's activities before opening and stay to help clear up after the session.
- To check equipment and premises are kept in good order and report any concerns to the Pre-school Manager and to help with risk assessments.
- To ensure confidentiality is maintained regarding children, their families or other staff.
- To be aware of the high profile of the Pre-school and to uphold its standards at all times.

Person Specification

Essential criteria

1. Previous experience of working with young children.
2. Sound knowledge of child development for children from birth to five years.
3. Knowledge of the Early Years Foundation Stage (EYFS)
4. Knowledge of safeguarding and child protection procedures.
5. Good communication skills.
6. An understanding of play-based approaches to children's learning and development.
7. A commitment to continuously promoting a culture of safeguarding.
8. A commitment to equal opportunities.
9. A commitment to working effectively with young children and families.
10. A friendly and flexible approach at work which facilitates the development of effective relationships.

Desirable criteria

1. Level 2 Early Years Education and Childcare qualification or equivalent, and a commitment to obtaining a Level 3 or higher qualification.
2. Current Paediatric First Aid qualification.

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.