



PROPRIETOR: LOUISE GEAR

Widford Lodge

HEAD TEACHER: MISS M. COLE

WIDFORD LODGE SCHOOL LTD, WIDFORD ROAD, CHELMSFORD, ESSEX CM2 9AN

Job Description: EYFS Practitioner, Pre-School

Job Purpose:

The Pre-School Practitioner is responsible to the School Proprietor, Headteacher and Head of Pre-School.

Reporting to:

Head of Pre-school

Duties:

Duties will include:

- The planning and preparation of activities, to meet children's individual needs. Observing and assessing key children. Maintaining development records.
- Keeping online learning journeys for each pupil
- Preparation, care, cleanliness and maintenance of the playrooms and equipment.
- Positive management of children's behaviour.
- Supervision of snack and lunch times.
- The care and supervision of the children with regard to their physical, emotional and intellectual needs. Contribute to the maintenance of pupils' safety and security.
- Liaising with parents ensuring effective communication within the Pre-School.
- Participating in Parents' Evenings and report writing.
- Offering all children equal opportunities with regard to their religion, racial origins, gender, disabilities, cultural or linguistic background.
- Adhering to the school's policies and procedures. Maintaining confidentiality in the Pre-School. The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
- Working as part of a team.
- Providing a good role model.
- Keeping and monitoring accident, incident and risk assessment records.

Support for the school

- Attending staff meetings.
- Reviewing and developing their own professional practice.
- Any other duties appropriate to the post as directed by the school Proprietor, Head teacher and Pre-School Supervisor.

Tel: 01245 352581 e-mail: admin@widfordlodge.co.uk Visit our website: www.widfordlodge.co.uk

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