

Job Description - Preschool Keyperson

Purpose of post

To work as part of the preschool team under the direction of the preschool manager to provide a high-quality level of stimulating and varied learning opportunities, and ensuring the safety and wellbeing of the children in accordance with the Early Years Foundation Stage Curriculum.

Responsible to: - Preschool Manager, Chairperson and Trustees

Duties and responsibilities

To help prepare and fully set out the playroom each day before the children arrive and tidy up at the end of the session. This will involve lifting and carrying of tables, chairs and storage boxes as well as other preschool play equipment.

To work with the rest of the team to carry out a risk assessment each morning as part of the setting up duties. This will include both the inside and outside areas, and any concerns or damages should be reported to the manager immediately.

To act as keyperson to a small group of children. You will be responsible for observations and record keeping relating to the progress and development of your assigned key children. Any concerns about a child's development should be shared with the SENCO and manager.

To help with all aspects of curriculum planning, keeping records of children's learning and taking part in small group activities. The activities will reflect the EYFS curriculum and will be planned to benefit the various ages/stages of the children within your Key group with evidence of the learning outcome, reflection and next steps.

To take part in both adult led and child led activities throughout the morning, and be able to adapt to encourage to ensure the best outcome for the children in your care. During the sessions your priority is to engage with the children, so some paperwork and preparation will need to be completed during the morning before the children arrive, and also after they have left/at home.

To ensure that activities are carried out in a safe and responsible manner, and to advise the manager/DSL of any concerns over children, equipment etc

To read and follow preschool policies and procedures, including those regarding safeguarding and confidentiality.

Attend relevant training courses and meetings as directed by the manager. (Approved course fees will be met by the preschool).

Attend and support fundraising/social/sports/ open days and parent evenings as requested.

To attend staff meetings.

To undertake any reasonable duties as directed by the Manager, in accordance with the settings business plan/objectives

Job responsibilities as a Key Person

For each of your key children you should be: -

A point of welcome each day

Making observations, and thinking of next steps for learning.

Completing an online learning journey and any other records required.

Taking photos to show your key child's learning (to be shared with parents through our online system)

Making sure your planning is taking into account the needs and interests of each of your key child/children, and working together with the SENCO for any children that need any additional support

Helping the children with their own personal care and encouraging the development of independence.

Remember

- To be welcoming when your key child arrives each day
- Get down to the child's level when you are talking to them
- Enjoy conversation with each child, encouraging them to talk, share experiences and ideas
- Smile and use a friendly tone
- Show an interest in what a child is doing/saying
- Extend play if possible
- Choose your words carefully!!! Be positive – even when correcting a child's negative behaviour
- **You are part of a team**