

JOB DESCRIPTION

POSITION TITLE:	Preschool Practitioner (Baby Room Lead)
LOCATION:	Cherry Blossom Pre School, St Barnabas Church
RESPONSIBLE TO:	Preschool Manager
SALARY:	YMCA Cheltenham Band B
HOURS OF WORK:	As outlined in employee's contract

JOB PURPOSE

The Preschool Practitioner (Baby Room Lead) is based at St Barnabas Church working in the Preschool Team for YMCA Cheltenham. They will be responsible for leading and delivering the provision in our baby unit for children aged 9 months to 2 years, ensuring that the children have a safe, high quality educational and interesting visit each and every day. To be successful in this role, the Preschool Practitioner will require a Level 3 in the relevant field, and they will need relevant up-to-date training to work with children under 2 years, or a willingness to achieve this. They will be comfortable working in a team, leading the delivery of the provision and also be able to manage their own workload with minimum supervision. They will have effective interpersonal skills and the ability to maintain good working relationships throughout the whole organisation.

KEY DUTIES & RESPONSIBILITIES

PRESCHOOL PRACTITIONER DUTIES AND RESPONSIBILITIES.

- To be part of creating and maintaining policies for the Preschool and then following them.
- To attend on or off-site training to remain up to date with current practices and legally compliant where appropriate.
- To share and evaluate training with other staff where appropriate.
- Work as part of team with other staff and management to ensure effective running of Preschool.
- To be aware of health and safety standards and to carry out visual or written risk assessments.
- To be flexible with hours to assist with non-contracted time and additional hours such as trips.

CHILDCARE RESPONSIBILITIES

- Demonstrate a clear understanding of our bespoke Early Years curriculum and implement it effectively.
- Ensure the highest standards are maintained when providing care, implementing safeguarding practices and following nursery policies/procedures.
- Ensure EYFS/SEND standards are promoted, implemented and applied to your work
- Ensure (alongside management) that the health, safety, security and wellbeing of children, staff and visitors are upheld.
- Be the key persons responsible for this age group of children including monitoring, assessment, up to date recording and reporting on their development and progress

- Ensure children's emotional and social needs are met implementing the principles and techniques for positive behaviour management.
- Work alongside the Preschool Manager to ensure a supported and smooth settling in/transition period for children as required.
- Ensure the promotion of good personal and food hygiene with the children whilst encouraging independence.
- Ensure activities provided are planned appropriately and are specific to a child's/group's abilities, interests, language and cultural background supporting the individual's development through learning and play, whilst maintaining a child-led approach.
- Ensure the timely escalation of any practice/family concerns ensuring effective communication pathways between parents/carers and colleagues.
- Ensure there is effective partnership with management, colleagues and other professionals as required including family support workers, speech therapists, SENCO.
- Any other duties as required by management within the scope of your role.

HUMAN RESOURCES

- To participate in appropriate staff development, training and supervision.
- Assist the Preschool Manager to ensure that all new staff within the Baby Room receive a thorough induction to the setting.
- Assist the Preschool Manager to review and carry out as required continuous professional development of the Baby Room team.

CUSTOMER SERVICE

- Meet and greet parents, give handovers and offer assistance with the support of staff.
- Always provide appropriate customer service and seek assistance from senior staff when required.
- Work with the Preschool Leaders and contribute to the progression and development of Preschool.
- Support the organisation in pursuing an agenda of continuous improvement and achieving Best Practice in all aspects of service delivery and organisational function.
- To be aware of health and safety standards and to carry out visual or written risk assessments.

HOUSEKEEPING

- Ensure the classroom environment is set up with a variety of developmentally appropriate invitations to play for children.
- Ensure the outdoor environment is set up and contribute to daily risk assessments of all areas.

YMCA

- To support the organisation in pursuing an agenda of continuous improvement and achieving Best Practice in all aspects of service delivery and organisational function.
- To ensure own professional development is appropriate to the role, and that any and all required training is taken and maintained as up to date as possible.
- Support other colleagues and actively contribute to the work of Family Space in relation to the wider strategic objectives of the Charity.
- To attend team meetings and training as requested.
- Support the Christian ethos of the Association in all aspects of the work.

PROFILE

- Level 3 in a relevant field.
- Training in working with children aged 0-2 years, or willing to achieve this.
- Paediatric First Aid Certificate, or willing to achieve this.
- Previous experience of working with babies is desirable.
- Ability to work with tact and diplomacy and react sensitively and with emotional intelligence when dealing with complex, sensitive or confidential scenarios.
- Able to work in a highly confidential way with the ability to apply judgement, common sense, problem solve and find practical solutions to difficult challenges.
- Ability to manage own workload with minimum supervision, to tight deadlines and to work well in a busy environment.
- Adaptable and able to handle people of all capabilities and attitudes.
- Effective interpersonal and influencing skills.
- Ability to maintain good working relationships across a range of staff levels both internally and externally.

ABOUT THE ORGANISATION

YMCA Cheltenham, founded in 1855, is a registered charity and has become a leading provider of supported housing for the most vulnerable in Cheltenham and Gloucester, alongside other works such as sports facilities, affordable housing and other charitable activities.

YMCA Cheltenham is an organisation founded on Christian principles and, as such, employees may encounter behaviours, artefacts or other elements particular to or representative of the Christian faith in their workplace.

In April 2022, the Family Space charity merged with YMCA Cheltenham.

Family Space was also established as a Christian organisation and worked with families. The main Family Space services at the time of the merger were a mum's group, Stay and Play, Preschool, Contact Centre and holiday activity.

Employees are not required to adhere to the Christian faith, nor any faith, and no such consideration is made by the organisation in employment choices nor in delivering its services – however, we do expect all employees to demonstrate the list of Values shown below while in the workplace.

ORGANISATIONAL VALUES

As an organisation founded up the Christian Faith, YMCA Cheltenham draws its Values from the Bible, principally as described in Micah 6:8. Our Values are therefore expressed as follows:

OUR VALUES

YMCA Cheltenham will **OPERATE** with Equity, Integrity, Openness and Honesty.
YMCA Cheltenham will **ENGAGE** with Empathy, Kindness, Generosity and Grace.
YMCA Cheltenham will **BE** Thoughtful, Discrete, Ethical and Respectful to all.

GENERAL

This job description provides an indication of the roles and responsibilities for the post of **Preschool Practitioner (Baby Room Lead)**. The job description should not be construed as an exhaustive list of the duties that the post holder may be asked to undertake.

The post holder will be expected to carry out any other duties which may be reasonably requested by the Playgroup Manager.

YMCA Cheltenham is wholly committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all our staff and volunteers to share this commitment.