YMCA CHELTENHAM
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YMCA CHELTENHAM - JOB DESCRIPTION

Position Title:	**Pre School Practitioner**
Location:	Cherry Blossom Pre School, St Barnabas Church
Reporting to:	Pre School Manager
Hybrid Working Eligible:	No
Salary Band:	A (prorated based on employee working hours and term time only contract)
Hours Of Work:	As per employee's contract (term time only)

JOB PURPOSE

The Pre School Practitioner is based at St Barnabas Church working in the Pre School Team for YMCA Cheltenham. They will be working with of a number of children across the setting and will help ensure that the children have an educational and interesting visit each and every day. To be successful in this role, a Pre School Practitioner will require a Level 3 in the relevant field, or a desire to achieve this. They will be comfortable working in a team and also an ability to manage their work own workload with minimum supervision, have effective interpersonal skills and the ability to maintain good working relationships throughout the whole organisation.

KEY DUTIES & RESPONSIBILITIES

Pre School Practitioner's Duties and Responsibilities

- To be part of creating and maintaining policies for the group 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

To take responsibility for a group of children (known as your key children) to care and educate the children, helping to meet their needs.

This includes:

- Plan their learning and development during their time in your group, taking in to consideration those children with Special Educational Needs.
- Make written observations to assist staff in evaluating their progress following EYFS curriculum.
- To plan individual and group work a half term in advance.
- Taking the lead in circle time.
- To be the key responsibility for parent liaisons with your key children.

- Change nappies and help with toileting needs as appropriate.

Housekeeping

- To assist with setting up/clearing away the rooms daily.
- To assist in setting up gardens and hosting snack

Customer Service

- Meet and greet parents, give handovers and offer assistance with the support of staff.
- Ensure they provide the appropriate customer service at all times and to see assistance from senior staff when required.
- Working with the Preschool Leaders to ensure they contribute to the progression and development of Preschool.
- 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 be aware of health and safety standards and to carry out visual or written risk assessments.

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 YMCA Cheltenham 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 or a desire to achieve this in order to meet Ofsted requirements.
- Previous experience of working as an early years Practitioner 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.
- As a member of the YMCA Cheltenham team, you will be expected to demonstrate the values, initiatives and cultures of the organisation.

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.

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, Discreet, Ethical and Respectful to all.

GENERAL

This job description provides an indication of the roles and responsibilities for the post of **Pre School Practitioner**. 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 their Line 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.