



Job description: Forest Kindergarten Practitioner

Treehoppers Forest Kindergarten,

Job role: Forest Kindergarten Practitioner

Location: East Grinstead Treehoppers

Responsible to: Manager

Purpose of the job: To work as a key person and as part of the team under the direction of the manager. To provide safe, high quality education and care for young children which meets the individual needs of children attending the setting.

Hours & Salary: Hours: Part time 19 hours per week. Monday - Thursday: 9-1.30pm in the woods plus 1 hour admin.
Salary: dependent on age/qualifications & experience. As a guide:
Qualified EY staff: pro rata f/t hrs, £24862 - £26422
Unqualified staff: pro rata f/t hrs £22425

Safeguarding requirement: Treehoppers 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 organisation.

Main duties

1. To assist with the planning of the curriculum using the Early Years Foundation Stage (EYFS) for guidance.
2. To help to set up for the daily programme and to help tidy away at the end of the session.
3. To act as a key person to a small group of children, liaising closely and building an effective relationship with parents/carers and ensuring each child's needs are recognised and met.
4. To work in partnership with parents/carers and other family members.
5. To advise the Manager of any concerns e.g. health and well-being of children, parents or the safety of equipment, preserving confidentiality as necessary.

6. To teach children, offering an appropriate level of support and stimulating play experiences.
7. To ensure that children are kept safe and that you understand when to follow child protection procedures.
8. To support meal times within the setting.
9. To actively participate at team meetings, supervision meetings and appraisal meetings. There will also be 1-2 weekend events (e.g. open mornings/family fun days) that you will be expected to attend, together with approximately 4 INSET days, of which two are likely to be on a Friday. You may also be asked to assist at our Stay & Play sessions & family events.
10. To attend training courses as required and to take responsibility for personal development.
11. To keep completely confidential any information regarding the children, their families or other staff, which is acquired as part of the job.
12. To be aware of and adhere to all the setting's operational policies and procedures, e.g. health and safety, risk assessments, fire precautions, dropping off and collection of children, food safety, safeguarding, child protection & the cleanliness of the setting.
13. To ensure that adequate records are kept and updated regularly.
14. To promote the setting to current parents and potential customers.
15. To comply with the requirements of the General Data Protection Regulation.

This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager. The post holder is also expected to be flexible and adaptable in their approach to fulfilling their duties.

Person specification

Essential criteria

1. Willingness to learn and undertake further training.
2. Level 2 early years education and childcare qualification or equivalent, & a commitment to obtaining a level 3 qualification. ***We will however, also consider unqualified candidates who wish to learn on the job & study for a level 2 or 3 early years qualification.***
3. Previous experience of working with young children.
4. Sound knowledge of child development from birth to five years.

5. Knowledge of the Early Years Foundation Stage (EYFS).
6. Knowledge of safeguarding and child protection procedures.
7. Good communication skills.
8. An understanding of play-based approaches to children's learning and development.
9. A commitment to continuously promote a culture of safeguarding.
10. A commitment to equal opportunities.
11. A commitment to working effectively with young children and families.
12. A friendly and flexible approach at work which facilitates the development of effective relationships.

Desirable criteria

1. Level 3 early years education/childcare or teaching qualification.
2. Forest School Qualification.
3. Current First Aid at Work/Paediatric first aid qualification.

Location: East Grinstead. We also have a setting at Borde Hill, Haywards Heath and you may, on occasion be asked to work there to cover staff absence.

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.