

## Swanmore Pre-School

### Job description for a qualified key person

Job title: Pre-School qualified Key Person  
Responsible to: Pre-School Manager  
Responsible for: None  
Purpose of job: To work as a key person and as part of the pre-school team. Under the direction of the manager and room supervisor to provide a safe and high standard of education and care for young children.

#### **Main Duties**

To assist with the planning of the curriculum following the Early Years Foundation stage.

To act as a key person for a small group of children, liaising closely with the parents/carers and ensuring each child's development needs are recognised and met.

To work closely with your co-key person with your key group children offering an appropriate level of support and stimulation and to keep regular observations, of children's progress and writing termly reports ensuing the children's development through the Tapestry system.

To advise the pre-school manager of any safeguarding concerns (e.g. over children, their parents or the safety of equipment or environment) and to preserve confidentiality at all times.

To attend an hours staff meeting every week on alternate Wednesday or Thursday mornings.

To attend in-service training courses and meetings as required.

To keep confidential any information regarding the children their families, other members of staff or the pre-school as may be shared with you in the course of your duties.

To assist and work as a team to ensure the activities are set up each day for the children in a safe, simulating manner; offering open-ended activities for them with different ability levels.

To work as a team in planning and organising the snack area. Promoting healthy eating and life styles.

**Essential Personal Criteria:**

1. To hold level 2 or above qualifications in childcare
2. Demonstrates a commitment to own professional and personal development.
3. A good communicator, both written and orally.
4. Previous experience of working with young children.
5. Good knowledge of the Development Matters in the EYFS
6. Understanding of equal opportunities, diversity and the importance of confidentiality.
7. Commitment to working with young children and their families.
8. Flexible, able to support the changing needs of the role and the pre-school.
9. Enthusiasm to work as part of a small team.

**Desirable criteria:**

1. Good understanding of management principles
2. Willing to support non-core activities of the pre-school e.g. fund raising events.
3. Previous experience of the Tapestry system.