

EP

EMMA POLLARD

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Wigan , Greater Manchester WN2 4BN

PROFESSIONAL SUMMARY

Level 3 qualified Early Years Practitioner. Nurturing social, creative, and educational development in children. Applies proven expertise in child behaviour management to provide safe, positive classroom spaces for enriching learning experiences.

Compassionate Early Years Practitioner with 14 years of experience. Fantastic multitasker with skill in monitoring safety, progress and growth while providing exciting, educational and welcoming classrooms. Committed to detailed scheduling and effective budgeting with extensive knowledge of Early Years teaching.

Highly effective in undertaking administrative and programme management tasks. Manages complex data with excellent organisation. Motivated to achieve outstanding success through prompt communication and helpful approach.

Loyal employee with solid understanding of training and mentoring employees. Dedicated team player, proactive and hands-on in task completion.

Energetic employee well-versed in strong communication and organisation skills. Committed to seeking solutions to problems and applying extensive analytical knowledge to findings. Adept at multi-tasking, leading group discussions and managing project.

SKILLS

- Lesson and activity planning
- Childhood development reporting
- Parent and caregiver relations
- Inclusive learning techniques
- Behaviour management
- Medication assistance

WORK HISTORY

Early Years Practitioner | Sticky Fingers Daycare - 07/2017 - 05/2019
Hindley , Greater Manchester

- Coordinated age-appropriate activities to enhance learning development, including art, music and physical pursuits.
- Monitored interactions within group settings, encouraging sharing and cooperation to facilitate positive socialisation.
- Created and maintained a strong and close relationship with children, their caregivers and other staff members.
- Gave clear, direct instructions to effectively manage behaviour, maintaining positive, productive learning environments.
- Supported children's development with learning-through-play activities, aiding social, emotional and educational growth.
- Communicated daily observations with guardians, maintaining clear, detailed development records.
- Managed and administered medications and minor first aid treatments, prioritising child safety and wellbeing.

- Prepared nutritious meals and snacks, carefully adhering to individual dietary requirements and portioning standards.
- Thoroughly cleaned and disinfected children's play areas to effectively control health risks.
- Provided tailored assistance to children with special needs, ensuring inclusive learning opportunities.
- Organised meetings with caregivers to discuss behavioural issues, offering practical solutions for improved child development.
- Increased student satisfaction by frequently communicating with students about needs and adapting lessons to interests and classroom progress.
- Used Microsoft Word to document behavioural, emotional, academic and social growth of over two students.

Early Years Practitioner | Sticky Fingers Childminders - 10/2008 - 07/2017
Westhoughton, Greater Manchester

- Monitored interactions within group settings, encouraging sharing and cooperation to facilitate positive socialisation.
- Coordinated age-appropriate activities to enhance learning development, including art, music and physical pursuits.
- Created and maintained a strong and trusting bond/relationship with colleagues, children and their caregivers.
- Gave clear, direct instructions to effectively manage behaviour, maintaining positive, productive learning environments.
- Supported children's development with learning-through-play activities, aiding social, emotional and educational growth.
- Managed and administered medications and minor first aid treatments, prioritising child safety and wellbeing.
- Communicated daily observations with guardians, maintaining clear, detailed development records.
- Prepared nutritious meals and snacks, carefully adhering to individual dietary requirements and portioning standards.
- Thoroughly cleaned and disinfected children's play areas to effectively control health risks.
- Provided tailored assistance to children with special needs, ensuring inclusive learning opportunities.
- Organised meetings with caregivers to discuss behavioural issues, offering practical solutions for improved child development.
- Increased student satisfaction by frequently communicating with students about needs and adapting lessons to interests.

Apprentice | Acorns 2 Little Oaks - Westhoughton, 07/2005 - 01/2007
Greater Manchester

- Communicated daily observations with guardians, maintaining clear, detailed development records.
- Supported children's development with learning-through-play activities, aiding social, emotional and educational growth.
- Coordinated age-appropriate activities to enhance learning development, including art, music and physical pursuits.
- Accompanied children to parks and play spaces, providing diligent supervision for maximised child safety.
- Thoroughly cleaned and disinfected children's play areas to effectively control health risks.

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- Kept notes on behaviour issues, food served and medications administered, maintaining detailed child observation records.

EDUCATION

North England Training , Chorley , Lancashire

02/2010

LEVEL 3 NVQ in Childcare Learning and Development: Childcare

Bolton Community College , Bolton , Greater Manchester

07/2005

Foundation Level 1 in Childcare : Childcare

CERTIFICATES

Safeguarding Children

Introduction to Safeguarding Young Children

Channel General Awareness

Prevent Duty

Infection Control

Food Hygiene

Female Genital Mutilation: Recognising and Preventing

Effective Teaching and Learning in Early Years

Working with Babies 0-2 Years

Home Education Diploma

Paediatric First Aid

SEND Diploma