

JOB DESCRIPTION

JOB TITLE	Pre-School Assistant
HOURS OF WORKING	Monday - Friday, term time only, 39 weeks per year. Hours will be agreed with the Pre-School Lead and will need to be flexible to ensure the Pre-School is covered during opening times.
SCALE	Single Status Grade 3
RESPONSIBLE TO	Pre-School Lead / EYFS Lead

JOB PURPOSE

To work effectively as part of the pre-school team, to provide a safe, stimulating and caring environment for children aged 2-5.

KEY TASKS

1. To support the implementation of all aspects of the Early Years Foundation Stage Curriculum to the highest standard.
2. To help prepare and participate in a range of activities that promote each child's physical, intellectual and emotional needs to enable each child to reach their full potential.
3. To assist with activities to encourage speech and language and social interaction between the children and their carers.
4. To work with a key group of children under supervision, observing, monitoring and recording each individual's development.
5. Attend and contribute to parent evenings, staff meetings, team training days and other meetings within the setting and the pre-school and with partner organisations.
6. To support children in acquiring self-help skills including dressing, feeding, toilet training and an awareness of personal hygiene.
7. To help ensure that the pre-school meets safety and hygiene requirements and to report any issues to a senior member of staff.
8. To have a clear understanding and be able to fully implement Safeguarding Policies and Procedures, with a responsibility for ensuring children's welfare is paramount.
9. To undertake training as appropriate to keep up to date with changes in legislation and to embrace new initiatives.
10. To be aware of and comply with the Child Protection and safeguarding policies and other school policies.
11. To work under supervision to maintain records and documentation that comply with statutory requirements.
12. To have a clear understanding of Health and Safety and ensure that the guidelines are adhered to.

13. A flexible approach to working including wider pre-school activities and supporting pre-school colleagues.

- This job description sets out the duties of the post at the time it was published
- The hours and the job description may be modified depending on the needs of the Academy Trust
- The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post. The priorities for each year will be reviewed against this job description annually through performance management meetings
- Please note that we are committed to safeguarding and promoting the welfare of our students and expect all those who work with us to share this commitment. Successful applicants will need to undertake a DBS Enhanced Clearance check (Disclosure and Barring Service). We give high priority to promoting diversity throughout the school

PERSON SPECIFICATION

Pre-School Assistant

	ESSENTIAL	DESIRABLE
QUALIFICATIONS AND TRAINING	<ul style="list-style-type: none"> GCSE grade C or above in English and Maths. 	<ul style="list-style-type: none"> Evidence of attending further training / achieving additional qualifications; Qualified in Paediatric First Aid.
EXPERIENCE	<ul style="list-style-type: none"> Experience within childcare. 	<ul style="list-style-type: none"> Experience of being in a childcare setting.
KEY SKILLS AND ABILITIES	<ul style="list-style-type: none"> Ability to follow instructions and work on own initiative as necessary; Communicate effectively with parents, carers and other professionals; Keep accurate records; Implement high health and safety standards; The ability to records individual needs and monitor progress. 	<ul style="list-style-type: none"> Promoting positive parenting skills.
KNOWLEDGE	<ul style="list-style-type: none"> Understanding of the EYFS; Understanding of children's development; Understanding of Child Protection and Safeguarding Procedures. 	<ul style="list-style-type: none"> Knowledge of current legislation; Knowledge of pre-schools.
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> Pro-active and self-motivated approach to work; Commitment to continuing professional development; Work flexibly as part of a team. 	
OTHER	<ul style="list-style-type: none"> To be able to work flexibly including occasional early mornings and evenings. 	