



## Pre-School Assistant – Job Description

### **Purpose of Post**

- To work as part of our Pre-School team to provide a safe, happy, inclusive environment with high quality education and care for young children.
- To work under the direction of the Pre-School Supervisor and to give support to other staff.
- To act as a Keyworker to a group of children.

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| <b>Pre-School Working Hours:</b><br>Monday Tuesday and Thursday 8.30 – 2pm or 3pm<br>Wednesday and Friday 8.30 – 1pm or 1.30pm | <b>Responsible to:</b><br>Supervisor   |
| <b>Pre-School Working Hours Currently Required:</b><br>Monday 8.30 – 3pm<br>Wednesday and Friday 8.30 – 1.30pm                 |  |
| <b>Probationary Period:</b><br>Half a term   | <b>Pay:</b><br>Minimum £8.21 PH<br>Wages are calculated on Contracted Hours Pro Rata across the year, and are paid at the end of each month. Any additional sessions worked are paid at the end of that month. |
| <b>Contracts:</b><br>Contracts of Employment are drawn up for a specified number of hours/sessions per week.                   |  |

Permanent Employment is offered subject to the successful completion of an Enhanced DBS Check, satisfactory references, and a successful induction and probationary period.

### **Duties and Responsibilities Include:**

- Help prepare and fully set out all areas of the Pre-School before children arrive, and tidy up after the children leave. This includes light cleaning duties.
- To assist with the planning and the evaluation of the curriculum by providing safe, creative and appropriate educational opportunities for all children within an inclusive environment, preparing activities, taking part in organised visits and arranging equipment.
- Reasonable home preparation, planning and record keeping.
- Listen to, encourage, stimulate, educate and ensure the safe keeping in line with the current curriculum, legislation requirements and safeguarding procedures.

- To actively promote and support the safeguarding of children and young people in the workplace, ensuring our Pre-School's policies and procedures are observed at all times.
- Understanding and being able to implement inclusive practices into the setting, to ensure all children have equal opportunities to learn, interact, develop and fulfil their potential.
- Daily interaction with children to provide range of stimulating activities to promote all areas of learning.
- To keep completely confidential any information regarding the children and their families which is learnt as part of the job.
- To act as a keyworker to a small group of children, working with parents/carers to ensure individual needs are met, and to be responsible for observations, record keeping and further planning relating to the progress and development of key children.
- To encourage parental involvement and support through the development of effective working relationships.
- To ensure that activities are carried out in a safe and responsible manner in accordance with statutory responsibilities, and to advise the Supervisor of any concerns over children, equipment etc.
- Work requires bending, kneeling and crouching for periods of time and may also involve lifting or holding children during planned activities, and changing nappies/toileting duties.
- Significant elements of inside and outside work, including leading outdoor learning.
- Working with the Supervisor and colleagues to establish an appropriate safe and secure learning environment.
- Promoting positive values, attitudes and good child behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging children to take responsibility for their own behaviour.
- Actively engage with children and support them through lunch sessions. Staff to bring lunch with them and to eat with the children and act as positive role models.
- Prepare and serve the children's snacks having regard to special dietary requirements, food management procedures, allergies etc.
- Working with range of people including staff, visiting professionals and agencies, parents, children and families, and visitors and student placements.
- Attend staff meetings and help prepare and contribute towards a curriculum and further development for the Pre-School. These are usually held one per half-term.
- Attend additional meetings, training and courses when applicable. Staff must be committed to further develop and consolidate their knowledge and skills through training and observing their colleagues. Staff will attend training in discussion with the Supervisor.
- Attendance for activities/fundraising activities outside normal session times will be on a request basis.
- To support the Supervisor in administrative duties as requested.
- Advise the Supervisor of any matter requiring attention, incidents, concerns about a child, policies, procedures or equipment needing repair or replacement.