

JOB DESCRIPTION

The Diamond Learning Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful applicant will be subject to a criminal record check via the Disclosure and Barring Service (DBS)

Pre-school Worker Job Description

1. Line of responsibility:

The Pre-school Worker will be directly responsible to the Head Teacher.

2. Main Purpose & duties of the Job:

- To assist in establishing effective teaching at the Pre-school.
- To be an effective Pre-school Worker, offering an appropriate level of support and stimulation to children in the Pre-school.
- To input and assist with the planning of the curriculum.
- To help to set up the playroom for the daily programme and ensure that it is safe, clean and tidy at the start and end of each session.
- To act as a key worker to a small group of children, liaising closely with parents/carers and ensuring each child's needs are recognised and met.
- To be flexible within working practices of the setting, undertaking other responsible duties where needed, such as domestic tasks, preparation of snack meals, cleansing of equipment, etc. This will include intimate care.
- To advise of any concerns e.g. over children, parents or the safety of equipment, preserving confidentiality as necessary.
- To promote positive behaviour from children and to assist in establishing good standards of behaviour throughout the Pre-school.
- To set a good example in terms of punctuality, attendance, behaviour and dress, and to support the development of the Pre-school's reputation and standing.
- To assist in ensuring continuity and progression in the delivery of the Early Years Foundation Stage.
- To contribute to appropriate educational provision for children with SEN and those learning EAL with support from the SENCO.
- To teach within the framework of present Pre-school policies, paying particular attention to Safeguarding, Equality and Diversity, Inclusion, Special Educational Needs and Anti-Racism.
- To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job.

- To comply with the Pre-school's policies and procedures with specific regard to
- Safeguarding and Health and Safety.
- To monitor children's progress, keep meaningful records and evaluate performance through formative assessments in line with school policy.
- To support the aims and ethos of the Pre-school at all times, promoting these to parents and carers, and to colleagues, visitors and other professionals both in the Pre-school and in the wider community.
- To input and attend staff meetings.
- To attend in-service training courses and meetings as required.
- To undertake any other reasonable duties as directed by the Head teacher, in accordance with the Pre-school's objectives.
- Under the guidance of teaching/senior support staff, provide support for the children who require help to enable access to learning and to assist in the management of the children.
- Provide specialist support in the early years foundation stage and to supervise groups for a session in the classroom or outside as required.
- To provide a high standard of physical, emotional, social and intellectual care for children within the setting.
- To offer support to colleagues and parents.
- To work as part of the team to enable the setting to continue to deliver an outstanding standard of care.
- To build and maintain strong 'parent as partner' relationships to enable the child to develop and flourish and that their needs are always considered.

You may be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description, in consultation with you, may be changed by the head teacher to reflect or anticipate changes in the job commensurate with the grade and job title.