



## Doverly Academy

### JOB DESCRIPTION

**Job Title:** Doverly Acorns Pre-School Assistant

**Responsible to:** Doverly Acorns Pre- School Leader/Early Years Leader

#### **Purpose of role:**

- To work as an active pre-school practitioner and key person within a team
- To provide high quality, education and care to young children.

#### **Duties include:**

- Work in partnership with teachers and other professionals to provide effective support for learning activities tailoring it to the needs of individual children if necessary.
- Contribute to the planning, preparation, maintenance and evaluation of learning activities and environment, identifying areas of improvement and new developments as necessary.
- Prepare activities, with clear learning outcomes, to support children to achieve objectives, in conjunction with the class teacher.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activities and assist children in their use.
- Work with small groups of children and individuals within the classroom and/or externally to the main class as required (e.g. phonics, focused activities, etc.).
- Set challenging and demanding expectations and promote self-esteem and independence.
- Monitor children's responses to learning activities/interventions and accurately record achievement/progress and feed back to the teacher.
- Assist in the display and presentation of learning materials and children's work inside and outside of the classroom environment as required.
- Maintain a high level of pastoral care to children within the class and throughout the school.
- Provide appropriate help throughout the day, including break and lunchtime monitoring as necessary.
- Accompany teaching staff and children on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

- Provide pastoral care and support to sick and injured children, taking appropriate action as necessary, ensuring that parents and school staff are fully informed of incidents and accidents.
- Maintain accident records as required.
- Establish constructive relationships with parents/carers.
- Attend and participate in relevant meetings as required.
- Be a role model for children and colleagues in terms of speech, dress, behaviour and attitude.
- Be punctual and professional at all times.
- Maintain and promote a positive image of the school to children, parents and visitors.
- You will be required to meet the individual needs of the pupil which may include intimate care
- The Post holder may undertake any other duties that are commensurate with the post.

#### **Statutory duties:**

- **Safeguarding**  
To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns in line with KST policies.
- **Equality and Diversity**  
To be responsible for promoting equality and diversity in line with KST policy.
- **Health and Safety**  
To be responsible for following health and safety requirements in line with KST policy.
- **Training and development**  
To participate proactively in training and development including qualification development required in the job role.
- **Other duties**  
Any other duties as determined by your Line Manager.