**Support Staff Job Outline and Person Specification**

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| **Position Title** | **Pre-School Learning Support Assistant** |
| **Location** | Milton Abbot Pre-School |
| **Reporting to** | Primary Executive Principal |
| **Job Term** | Part-Time/Flexible Fixed Term up to 1 Year |
| **Work Pattern** | 8.30am to 3.00pm (Monday, Wednesday, Thursday & Friday) |
| **Hours** | 24 hours a week/38 weeks per year |
| **Grade / Salary** | Grade B / £18,516 |
| **Effective date of JD** | August 2022 |

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

**Job Purpose including main duties and responsibilities:**

* To be a caring, proactive and dynamic Level 3 EYFS Practitioner or Newly Qualified Early Years teacher in our busy, popular and growing Little Owls Pre-School.
* To have an innovative approach to childhood development.
* To allow children to be free to explore their boundaries and perceptions.
* To follow their imagination and facilitate beneficial learning opportunities.

**Main Duties & Responsibilities:**

* Work with the teacher to agree and implement high quality practice and supervision of individuals and groups of children, inside and outside the nursery.
* Work with the teacher in the observation, assessment and planning cycle and to manage and prepare resources.
* Engage with and support children’s learning and generally support children with set activities, independent problem solving and creative play.
* To perform first aid and intimate care using school policy.
* To communicate with parents and carers about learning, achievements and needs.
* Understand team roles and responsibilities and your own position in them.
* Accompany staff and children on visits, trips and out of school activities as required and take responsibility for a group as agreed with the teacher. To attend training and meetings as agreed with the Primary Executive Principal.
* Ensure school safeguarding policies and procedures are followed appropriately.

**Outline Person Specification**

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| **Attribute** | **Essential** | **Desirable** |
| Experiences | Extensive proven experience of working with children in an early learning environment with the EYFS and other relevant learning strategies and of planning learning and care outcomes. |  |
| Practical Skills | Ability to relate well to children and adults including other professionals, carers and parents.  Ability to demonstrate and promote good practice in line with the ethos of the school indoors and outdoors.  Have a firm commitment to the protection and safeguarding of children at all times. | Experience of communicating and coordinating through online tools such as teams.  Experience of communicating to parents through online platforms such as tapestry or similar. |
| Communication | Have sufficient understanding and use of English to ensure the well-being of children in their care.  Keep written records of children’s achievements including observations. |  |
| Personal Qualities | To work constructively as part of a team to understand nursery/foundation stage unit roles and responsibilities and own position in them. |  |
| Technology / IT | Ability to utilise ICT and other equipment effectively to maintain administrative and record- keeping processes and to support learning |  |
| Education and Training | A full and relevant level 3 qualification.  Good degree or relevant vocational qualification pertaining to the subject to be taught  Qualified Teacher Status (QTS)  Full working knowledge of EYFS Curriculum and relevant policies and legislation. | Paediatric First Aid or Emergency Paediatric First Aid · |
| Equal Opportunities | Milton Abbot Pre-School and its staff seek to eliminate discrimination, advance equality and foster good relations. | |

**Data Protection / General Data Protection Regulations Compliance**

The Privacy Notice sets our general principles in relation to Data Protection and the General Data Protection Regulations. You should also abide all Trust policies relating to the use of data including but not limited to: 

* Acceptable Use Policy
* Records Retention Policy
* Personal Data Breach Procedure
* Employee Code of Conduct
* E-safety Policy
* Social Media Policy
* Use of Personal Devices Policy

You should note that a duty of confidentiality applies to all personal data they see prior to their first day of employment (for example, pupil lists for the purposes of lesson planning or other activities to support teaching and learning). This reflects the custom and practice of teachers’ contracts of employment starting on the first day of term while recognising the need to be aware of and plan to support pupil needs.

We are committed to safeguarding and protecting the welfare of children and young people.

A Disclosure and Barring Service Certificate will be required for all posts and be subject to enhanced

checks as part of our Prevent Duty.