



WHITWICK ST JOHN THE BAPTIST CE PRIMARY SCHOOL

JOB DESCRIPTION

Job Title: Pre-School Practitioner

Grade: 6

Responsible to: Pre-School Leader

Job Purpose

To contribute to the co-ordination, organisation and provision of high quality activities for pupils in the pre-school, ensuring that children are engaged in appropriate activities, managing pupil behaviour and ensuring a safe environment. To act as a key person for a group of pre-school children.

MAIN DUTIES AND RESPONSIBILITIES:

1. To assist in planning, delivery and evaluation of programmes of activities appropriate to the age and ability of the group
2. To help promote the development of positive relationships and acceptable behaviour in accordance with school policy.
3. To help prepare, monitor and maintain a safe and secure learning environment in line with the activity planned.
4. Be aware at all times of appropriate health and safety procedures.
5. Supervise, support and assist pupils undertaking activities, ensuring that all have equal opportunity to develop their individual and team skills.
6. Attend meetings as required.
7. Assist with the organisation of equipment and accommodation
8. Store and prepare food in accordance with food preparation and health and safety regulations.
9. Quietly refer any instance of unacceptable behaviour or concerns they may have about pupils to the pre-school manager.
10. To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team.
11. Mop up spillages and accidents with the use of appropriate materials/equipment.
12. Ensure the area is clean and tidy at the end of each session.
13. Comfort and supervise pupils who are ill or have had an accident administering to their needs, as appropriate, ensuring accidents are recorded appropriately and parents are informed.
14. To encourage participation in structured and unstructured learning activities, including play
15. Help maintain pupil attendance/collection records for the group of children.

16. Ensure children are collected from the pre-school on time.
17. Ensure children are handed over safely to their parents or nominated person collecting them at the end of the session.
18. To feedback to parents on the activities children have engaged with and also on any issues that may have arisen during the session.
19. Help create and maintain visual displays in order to ensure a relevant learning environment.
20. Help promote, create and maintain an appropriate ethos that attracts and encourages pupils.
- 21.. Be aware and apply the pre-school's policies and procedures.
22. Be aware of confidentiality issues linked to home/pupil/teacher/school work and to keep confidences as appropriate.
23. Participate in appropriate school-based meetings and training activities within contracted hours.
24. Undertake any other curricula duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions.

SPECIAL FACTORS:

Subject to the duration of the need, the special conditions given below apply:

- (a) The nature of the work may involve the postholder carrying out work outside of normal working hours.
- (b) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- (c) Expenses will be paid in accordance with the Local Conditions of Service.
- (d) This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006. Therefore a **DBS enhanced check for a regulated activity (includes a barred list check)** is an essential requirement.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.



	Essential	Desirable	How assessed
Qualifications <ul style="list-style-type: none"> • NVQ 3 in Supporting Teaching and Learning, or equivalent OR Able to demonstrate the ability to meet the STL Level 3 National Occupational Standards relevant to this post. • Level 2 qualifications in maths/numeracy and English/literacy OR Able to demonstrate competency in literacy and numeracy equivalent to level 2. 	✓ 		App/Doc
Experience Working with children in a learning environment.	✓		App/Ref
Knowledge Willingness to attend courses to update knowledge. Knowledge of Child Protection and appropriate Health and Safety Regulations.	✓ ✓		
<u>Skills/Attributes</u> A high standard of literacy and numeracy skills. Ability to work with children in a learning environment. Good interpersonal skills. Ability to work as part of a team. Empathy with children. Have the ability to undertake personal development.	✓ ✓ ✓ ✓ ✓ ✓		

<u>General Circumstances</u> An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations	✓		App/Int
<u>Factors not already covered</u> Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010.	✓		Med

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

Doc = Documentary Evidence (E.g., Certificates)