

## Green Street Green Preschool

### JOB DESCRIPTION and PERSON SPECIFICATION

**Title: Preschool Assistant Grade:** NJC Scale 1

**Department:** Preschool

**Section:** Early Years and Childcare Service

**Reports to:** Preschool Manager

#### **MAIN PURPOSE**

To work as part of a team providing a safe, caring and stimulating environment where children can develop to their full potential. To assist with delivering care and education according to the OFSTED requirements of the Early Years Foundation Stage curriculum.

#### **SUMMARY OF RESPONSIBILITIES AND DUTIES**

To assist with the delivery of activities for children through a variety of topics in accordance with OFSTED requirements.

To assist in the planning and preparation of activities that reflect the interests, individual needs of the children and the relevant documentation and guidance appropriate to Early Years settings.

To ensure the children are offered a safe environment throughout their Preschool day.

To be aware of children's dietary, cultural and medical needs.

To maintain suitable Preschool routines whilst also considering the individual child's needs.

To ensure that children's work is displayed and achievements acknowledged.

To attend and participate in all Preschool meetings as requested including supervision, appraisals, parent/carer meetings and staff meetings where appropriate.

As part of the Preschool team, supervise and support all children in the Preschool.

To ensure that any potential safeguarding/child protection concerns are reported to the DSL team in line with the school's safeguarding policy and statutory guidelines and to record and monitor them, with action taken where appropriate.

To be flexible and willing to work in all areas of the Preschool.

To respect confidentiality at all times, both written and verbal with the staff team and with parents/carers and outside agencies.

To ensure all policies, practices, procedures and curriculum planning are delivered to reflect the diversity of our families and consider the special needs of each individual child.

To have an in-depth understanding of and implement all Preschool policies.

To participate in staff development and attend appropriate training as required and suggested during staff supervision/appraisals. To comply with all statutory requirements and policies.

To partake of any other duties within the Preschool as requested by the Manager, EYFS Lead or Headteacher.

### **PERSON SPECIFICATION**

#### **Knowledge and Skills (essential)**

A good understanding of the EYFS curriculum and requirements;

Experience within the Early Years Foundation Stage (desirable);

A basic understanding of room organisation, learning strategies and working with a free flow environment; Ability to use ICT equipment effectively to support the teaching and learning and to assist in monitoring the children's progress; Ability to inspire and motivate others to succeed;

Basic understanding of child development and learning;

Establish and develop effective relationships with parents and the community;

Communicate effectively (both orally and in writing) to parents and children;

Deal with conflict in an appropriate manner;

Be reflective and learn from past experiences;

Show resilience and an ability to work under pressure;

Promote the school and Preschool aims positively;

#### **Personal Qualities**

Caring, warm and empathic.

Ability to relate well to children and adults.

Professional manners.

Approachable with a calm nature.

Dependable and flexible.

Motivated and enthusiastic with a good sense of humour.

Ability to self-evaluate learning needs and actively seek learning opportunities.

### **Qualifications**

Must be able to demonstrate good numeracy and literacy skills (essential).

First aid training/training in specific medical procedures as appropriate (desirable).

Note, whilst every effort has been made to explain the main duties and responsibilities of the post, this job description is not prescriptive, and each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level and/or scope that is not specified in this job description. Job descriptions are subject to change, in consultation with the post holder, to meet the changing needs of the broader Trust.

*Lumero Educational Trust (IET) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

***Signature of Post Holder:***

***Date:***