

## **Preschool Assistant**

### **JOB DESCRIPTION**

The post-holder may be expected to work with individual children having special or particular needs, and groups of children, as directed. The following does not represent an exhaustive list but gives an indication of the role

**Working hours:** Term Time Based Hours: 31.25 hours per week, 39 weeks per year.  
Monday to Friday, 8:30am-3:15pm

**Annual Leave:** The full-time rate of holiday entitlement incorporated in the formula is 25 days per year rising to 30 days per year for employees with 5 or more years of continuous employment with the Trust. The formula also provides for a pro rata entitlement to the bank and public holidays normally observed in England and Wales

**Salary:** Grade 5-6, **Full Time Equivalent** £23,500-£23,893, **Actual Salary** £16,996-£17,280

**Reporting To:** Early Years Leader/Principal

### **Terms and conditions of employment:**

The job description should be read in conjunction with the contract of employment that shall set out the key terms and conditions of appointment.

### **Job purpose:**

### **Duties and responsibilities:**

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the line manager.

### **Classroom Preparation**

- To prepare classroom and associated areas for use including preparing resources or materials, setting out equipment, apparatus etc.
- Clean and put away materials, equipment, and apparatus after use.
- Tidy classroom and associated areas.
- To help ensure that the pre-school is a safe environment for children, staff and others, that equipment is safe, standards of hygiene are high and safety procedures are implemented at all time

### **Planning and Organisation**

- To support in the planning and delivery of activities in line with the Statutory Framework for the Early Years Foundation Stage, including Phonics.
- To assist with the general management and organisation of children and resources/equipment.
- To assist with the planning, organising and supervising of educational visits and outings

### **Working with Children**

- To guide and assist the development of children's positive social behaviour, attitudes and skills.
- To deliver, as directed, specific learning and therapy programmes, e.g speech and language.
- To ensure the appropriate supervision of children within the Early Years setting and shared areas; and during outings and educational visits.
- To assist children in line with school policy:
  - With toileting/nappy changing
  - With the attainment of personal hygiene skills
  - Who require cleaning and/or changing following sickness, soiling etc.

### **Assessment of Children**

- To follow the Early Years Policy for assessment using long and short observations of children.
- To give feedback to other staff where relevant.
- To use Tapestry to and share children's achievements with their adults, and to inform planning.

### **Care and Welfare**

- To assist the Early Years Leader in providing a friendly, caring and nurturing environment.
- To contribute to and to help implement all pre-school policies and procedures, e.g. register and signing out procedures, child protection, health and safety, confidentiality, food safety, setting hygiene etc.
- To administer support care/first aid including issuing prescribed medication (Following the school's medical policy)
- To administer personal care to children where required following the schools Intimate care policy.
- To help ensure that children attending the setting receive a balanced and healthy diet at snack time

### **Liaison with Other Staff, Parents, Multi-professional Services**

- To liaise with other members of staff, multi-professional teams and parents as required.
- As a staff member, allow parents the opportunity to meet with their child's key person (e.g. parent evenings).
- To liaise closely with parents/carers, informing them about the pre-school and its curriculum, exchanging information about children's progress and encouraging parents' involvement.
- To liaise with the Reception teachers at Jewell and in other settings, to provide a smooth transition for children starting school.

### **Other Associated Activities**

- To take reasonable care of yourself and others and to comply with the Aspirations Academies Trust Health and Safety rules.
- To ensure your specific duties regarding Health and Safety and fire procedures are understood and actioned.
- To undertake monthly staff supervision meetings outside normal working hours when necessary.

- To attend relevant courses and training days to develop experience and broaden awareness, expertise and skills.
- To participate with the Academy's appraisal process.
- To work as a team to help implement any recommendations made following regulatory inspections.
- To promote the positive image of the school within the local community.
- To ensure that confidentiality is maintained at all times.
- To carry out ad hoc projects or duties as requested by your Early Years Leader.

### **Student Support Duties:**

- To support the overall progress and development of students
- To ensure the Behaviour Management system is implemented in classes

### **Special Conditions of Service**

- Due to the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.
- As this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Police regarding any convictions against them and, as appropriate the nature of such conviction/s.

### **General:**

- Attend training sessions and meetings as required.
- Work in accordance with data protection regulations.
- Uphold the Trust's policy in respect of child protection and safeguarding matters.

### **Equal Opportunity**

- The post holder will be expected to carry out all duties in the context of and in compliance with the academy's equal opportunities policies.
- This job description will be reviewed at regular intervals and is subject to change as the needs of the academy evolve

## Person Specification:

Assessed by application (A) Assessed by the recruitment process (R)

Criteria	Essential	Desirable
<b>Qualifications / Education</b>		
Educated to GCSE level with passes in four or more subjects two of which are English and Maths.		A
A recent 2 day paediatric First Aid certificate		A
Childcare qualified to Level 3 from a recognised awarding scheme (CWDC Diploma, NNEB, BTEC, NVQ, CACHE)	A	
Training in the Early Years Foundation Stage	A	
Training in child protection and safeguarding children.	A	
Training in behaviour management	A	
Fluency in written and spoken English and an ability to write reports as directed by the manager	A	
<b>Experience</b>		
Experience of working with children 0-5 years	A	
A working knowledge of the key person role	A	
Experience of working in a high quality setting, e.g. Ofsted "outstanding"		A
<b>General and Specialist Knowledge</b>		
An understanding of children's development and their needs.	A	
An awareness of Health, Hygiene and Safety in the workplace.	A	
An awareness of special needs and requirements.	A	
A willingness to self-improve	A	
<b>Skills and Attributes</b>		
The ability to form and maintain appropriate relationships and personal boundaries with children	A	
An ability to carry out light physical duties to include setting up resources.	A	
Emotional resilience in working with challenging behaviours	A	

Criteria	Essential	Desirable
Able to communicate effectively with adults and children	A	
A professional attitude and manner	A	
The ability to work as part of a team, developing positive relationships with parents, children, colleagues and outside agencies.	A	
<b>Knowledge</b>		
Discretion, loyalty, commitment, patience, flexibility, good personal organisation, firmness, the ability to work within a team, and good oral communication	A	
Knowledge of child protection and safeguarding	A	
Knowledge of the potential barriers to learning	A	