

# Job Description and Person Specification – Early Years Senior (Preschool)

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The purpose of the job is to

- Deliver planned activities for small groups of children

Duties and responsibilities

- Support individuals and groups to help them learn
- Establish an effective and purposeful learning environment in partnership with teachers and other colleagues
- Assess the needs of individual children
- Motivate and support children
- Assist in developing the physical, intellectual, emotional, and social skills of children
- Use initiative and liaise with teachers and other TAs to support children's learning
- Prepare activities, ensuring that appropriate materials and equipment are available, and assist in clearing away afterwards
- Support the preparation and adaptation of teaching aids, games, and worksheets as directed
- Develop strategies to support learning of all children and develop an understanding of the specific needs of individual children with additional needs

Supporting children's self-esteem, inclusion, and behavioural development

- Encourage an acceptance and inclusion of all children
- Supervise and provide support for children, including those with special needs, ensuring their safety and access to learning activities
- Develop methods of promoting / reinforcing the children's self-esteem and independence
- Promote good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage children to take responsibility for their own behaviour
- Establish a supportive relationship with children
- Reinforce the school ethos, e.g., expectations of behaviour within class and elsewhere on the school site
- Supervise children on outings and school activities
- Meet children's pastoral needs for praise, comfort, encouragement, reassurance, and care

Provide physical / personal care to children where required

- Take responsibility for the welfare and hygiene of children, including changing and cleaning as necessary

Supporting the Early Years Leadership team

- In conjunction with early years colleagues (and other professionals as appropriate), develop system/s of recording pupil progress and contribute to the maintenance of this record
- Provide regular feedback about children to EY leadership team
- Ensure effective communication / consultation as appropriate with children's parents and carers
- Ensure cover supervision is in place where required by:
  - Managing children's behaviour
  - Responding to children's questions
  - Dealing with any emergencies
  - Collecting completed learning
  - Providing marking & feedback to children following the agreed whole school approach

Supporting the curriculum

- Support the delivery of the curriculum along with other aspects of the enhanced curriculum offered by the school
  - Monitor key children's development and accurately record in monitoring books.
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## Supporting the school

- Assist with setting up, storing, retrieving and general maintenance of equipment e.g. resources, indoor and outdoor play equipment, photographic equipment etc
- Help to ensure the hygiene of the teaching environment in cases of sickness or soiling
- Ensure health and safety policies and practices including risk assessments are implemented as necessary
- Be fully aware of preschool policies, procedures, and practices
- Promote teamwork and ensure effective working relations

## Professional development

- Attend mandatory staff induction training on Safeguarding and Health and Safety within the first few weeks of taking up the post (these sessions may be delivered outside standard school hours)
- Complete regular (at least annual) training on subjects including safeguarding
- Take part in further training and development to continually improve
- Keep abreast of initiatives and developments in education, especially those relevant to the duties and responsibilities of the post

## Communication

- Communicate effectively with children
- Make and maintain strong relations with parents and carers

## Health and safety

- Promote the safety and wellbeing of all children
- Maintain a safe learning environment by managing behaviour effectively in accordance with the school's behaviour policy
- Maintain current and accurate safeguarding records

## Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies, and practices of the school, and maintain high standards of attendance and punctuality

The post holder will be required to safeguard and promote the welfare of children and young people, follow school policies and the staff code of conduct.

This job description is not a comprehensive list of all tasks that the post holder will carry out. The post holder may be required to do other duties appropriate to the level of the role.

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	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>Level 3 NVQ / BTEC (or equivalent) in relevant Early Years qualification</li> </ul>	<ul style="list-style-type: none"> <li>Trained in First Aid and Health and Safety</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Worked within a child friendly setting</li> <li>Worked within a Nursery or other Early Years provision</li> </ul>	<ul style="list-style-type: none"> <li>Supported children with special educational needs</li> </ul>
Knowledge and understanding	<ul style="list-style-type: none"> <li>Good knowledge of how to support Early Years</li> <li>Understanding of responsibilities in relation to safeguarding and promoting the welfare of children and young people</li> </ul>	<ul style="list-style-type: none"> <li>Background knowledge of the EYFS</li> <li>Able to present examples of work that highlight children's development</li> </ul>
Skills	<ul style="list-style-type: none"> <li>Able to work in a way that promotes the safety and wellbeing of children</li> <li>Excellent organisation and communication skills</li> <li>Excellent consistent use of spoken and written standard English</li> <li>Committed to good and productive working relationships with children, colleagues, parents, and the wider community</li> <li>Flexible and responsive to changing demands with a positive attitude</li> <li>Competent in the use of IT</li> <li>Able to communicate well with children and adults</li> </ul>	<ul style="list-style-type: none"> <li>Prepared to undertake specific skills training</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>Inclusive, passionate, and principled</li> <li>High standards of personal organisation</li> <li>Resilient and hard-working</li> <li>Relish accountability and take personal responsibility for own actions</li> <li>Able to build trust and mutual respect between children, families, and staff</li> <li>A cheerful disposition and good sense of humour</li> <li>Energetic, warm, and caring</li> <li>Able to follow direction and use initiative</li> </ul>	