

Handsworth Pre-school



Job Description

Name of Pre-school	Handsworth Pre-school
Address	Highams Park Baptist Church Cowling Hall Cavendish Road Highams Park E4 9NG
Job Title	Pre-school Assistant - Maternity Cover
Job Holder	xXXXXXX
Responsible to	Pre-school Leader
Responsible for	Allocated Key children, supporting learning, development, and welfare of all children in the Pre-School.
Hours of work	8.30 am to 12.30 pm Monday, Tuesday, Wednesday, Thursday, and Friday. Plus, up to 3 hours per week at home for key person notes and fortnightly staff/planning meetings.
Holidays	As per published term times
Salary	£8.91 per hour.

Purpose

To work as a Key Worker and as part of the Pre-school team under the direction of the Pre-school Leader to provide high-quality education and care for Pre-school children.

To maintain a stimulating learning environment for children.

To maintain children's welfare and safety within the Pre-School.

Main duties:

Curriculum: Planning, Implementation and Evaluation

1. To plan to support and extend the learning of their key children in line with the Early Years Foundation Stage Curriculum, Learning and Development Requirements.
2. Set up the Pre-School in line with the half termly, weekly curriculum focus; and to reflect key children's needs.
3. To tidy away at the end of the session, ensuring that all toys and equipment are always clean and safe. To maintain the additional cleaning and care routines in place due to COVID 19, subject to the DfE guidance in place at the time.
4. To deliver effective teaching and learning for key children and as a team member, support all children's learning, in line with activities/areas rota'd each day.
5. To maintain records on key children's development and learning. The Pre-School is planning to introduce digital Learning Journeys from September. The Key Person will be responsible for undertaking and uploading observations in line with the practice required. The post holder will need to be able to access the Internet to do so. Time is allowed for working at home to complete and upload observations.
6. To contribute to evaluation of children's learning, in line with Pre-School requirements.
7. To report to key children's parents/carers on their child's progress formally in line with Pre-School requirements.
8. To provide a first point of contact for key children's parents/carers, including supporting settling-in and transition.
9. To advise the Pre-school Leader and SENCO if there are any concerns about a child's progress.

Safeguarding and Welfare

In line with the Safeguarding requirements of the EYFS:

10. To remain up to date with good practice and Pre-School policies on safeguarding and welfare. To advise the Pre-school Leader of any safeguarding concerns over child welfare.
11. To keep children safe within Pre-School, including maintaining staff: child ratios and active control of health and safety risks across all areas of the setting at all times.
12. To maintain the health, safety and welfare of the children at all times in respect of the administration of medicines, first aid etc, in line with the EYFS and Pre-school policies.
13. To support children's behaviour and welfare within the Pre-School, in line with good practice and Pre-School Policies.
14. To promote and welcome diversity, equality and British Values in Pre-School, in line with good practice and Pre-School policies.

Team Working and Pre-School Policies and Procedures

15. To contribute to effective team working across the Pre-School and in all areas of responsibility.
16. To attend staff meetings as and when required to do so. At present, some staff meetings are held over Zoom. This will be reviewed from September 2021 subject to the COVID-19 requirements in place at the time.
17. To participate in arrangements to ensure that the Pre-School responds appropriately to the system of controls that may be in place in response to COVID 19.
18. To participate in staff supervisions and appraisals in line with Pre-School procedures.
19. To attend face to face or online/remote training as required and to take responsibility for own development.
20. To maintain the confidentiality of information regarding the children, their families or other staff members in line with Pre-school Policies and Staff Code of Conduct.
21. To advise Pre-school Leader by telephone if absent from setting in good time so that cover can be arranged.
22. To undertake any other reasonable duties directed by the Pre-school Leader, in accordance with the pre-school business plan/objectives.

NB: This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders, which have been made against them.

Person Specification

Essential Criteria:

- Level 2 Certificate in working with children in early years.
- A satisfactory enhanced DBS check, which confirms suitability to work with children.
- Previous experience of working with young children.
- Commitment to diversity and equal opportunities.
- Commitment to young children and families.
- Friendly, flexible approach.
- Health clearance for the role.
- Ability to work as part of a team and on own initiative.
- Willingness to learn

Desirable criterion:

- Relevant Level 3 Diploma in early years education or equivalent qualification.