

Handsworth Pre-school

Pre-School Assistant

Job Description & Person Specification



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
Job Holder	
Responsible to	Pre-school Manager
Responsible for	Supporting learning, development and welfare of all children in the Pre-School; key-working children (when appropriate).
Hours of work	Monday to Friday 8.30 am – 2.15 pm. Term time only (39 weeks per year). For the right candidate, the Pre-School will also consider requests for more flexible hours within the proposed working pattern. The Pre-School also welcomes job-share applications. Up to an additional 3 hours per week for key working will be paid should the post have key working responsibilities within the duration of the role.
Holidays	As per published Pre-School term times. Along with paid hours for birthday leave each year on successful completion of probation.
Salary	National Minimum Wage
Sick Leave	Statutory Sick Leave plus eighteen hours contractual sick leave per year on successful completion of probation.

Purpose

To work 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 plan, set up and deliver a stimulating learning environment for children.

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

To undertake key working responsibilities under the direction of the Pre-School Leader.

Main duties:**Curriculum: Planning, Implementation and Evaluation**

1. To support and extend the learning of children at Pre-School 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 and weekly curriculum focus; and to reflect children's needs and interests.
3. To tidy away at the end of the session, ensuring that all toys and equipment are clean and safe.
4. To deliver effective teaching to support all children's learning, in line with activities/ areas rota'd each day.
5. To support team members by sharing learning observed.
6. To contribute to evaluation of the curriculum and Pre-School provision, in line with our procedures.
7. To advise the Pre-school Leader and SENCO if there are any concerns about a child's progress.

Key Working Responsibilities

8. Key working responsibilities include working within Pre-School procedures to:
 - plan and deliver activities day-to-day which support key children's learning and development needs across the curriculum;
 - observe key children in the setting and recording their development using the online learning journal, Tapestry. 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.
 - evaluate the learning and development key children have made, completing reports and assessments as appropriate.
 - provide a point of contact key children's parents.

Safeguarding and Welfare

In line with the Safeguarding requirements of the EYFS:

9. 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.
10. 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.

11. 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.
12. To support children's behaviour and welfare within the Pre-School, in line with good practice and Pre-School policies.
13. 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

14. To contribute to effective team working across the Pre-School and in all areas of responsibility.
15. To attend staff meetings as and when required to do so.
16. To participate in staff supervisions and appraisals in line with Pre-School procedures.
17. To attend face to face or online/remote training as required and to take responsibility for own development.
18. To maintain the confidentiality of information regarding the children, their families or other staff members in line with Pre-school Policies and Staff Codes of Conduct.
19. To advise Pre-school Leader by telephone if absent from setting in good time so that cover can be arranged.
20. 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:

- Knowledge of the Early Years Foundation Stage and/or a commitment to learn and keep up to date about good practice in delivering early play-based education.
- A satisfactory enhanced DBS check, which confirms suitability to work with children.
- Previous experience of working with young children. It is desirable that previous experience has been setting or school based. Other, home or voluntary experience may be taken into account.
- Evidence of ability to work with children one-to-one, in small groups and in large (whole) groups.
- Evidence of an understanding, or a willingness to learn, about current good practice in supporting children's behaviour, emotional and mental wellbeing.
- Written skills sufficient to maintain regular observations and progress reports on children, in line with guidance on standards required.
- Ability to demonstrate a commitment to inclusive practice, in support of the Pre-School's commitment to inclusivity, diversity and equal opportunities
- An ability to manage and maintain professional boundaries and professionalism within early years with a balanced, friendly, flexible approach.
- Evidence of, and a commitment to, a reflective and continuous learning approach to practice within early years and/or within personal professional development.
- Evidence of ability to work as part of a team and on own initiative.
- Ability to access and maintain online records and training.

Desirable criterion:

- Level 2 or Level 3 full and relevant qualification in working with children in early years.
- If unqualified on application to the role, a commitment to undertaking an apprenticeship or to working towards qualification in the role.