



Job Description: Preschool Assistant – Supply Staff

Job Title: Preschool Assistant

Reports To: Preschool Manager and Deputy Preschool Manager

Hours: Ad-hoc cover between 8:45am – 3:15pm during term time only, plus staff training sessions outside of normal opening hours up to seven times a year

Salary: Teaching Pay scale 1.1 or dependent on qualifications

Purpose of the Role:

- To provide inclusive play and learning opportunities for all children attending the preschool.
- To maintain a safe, stimulating and enjoyable environment for all children.
- To provide cover for staff absence.

Main Duties and Responsibilities:

Early Years Childcare and Education

As a preschool assistant, you would be expected to do the following with the support of staff:

- Work within the setting's policies and procedures.
- Respond to each child's need for individual care and attention and provide a high level of care and supervision that will enhance the children's general health and well-being.
- Support a member of staff in their role as Key Person to a group of children:
 - Ensure those children's needs are reflected in the planning of routines and activities.
 - Liaise closely with parents and carers, informing parents of their children's progress and encouraging them to become involved in their children's learning.
 - Support the work of other staff in their role as Key Person as required.
- Be aware of children's special educational needs and disabilities, and work with other staff and external agencies to support these children effectively.
- Liaise and work in partnership with other agencies, both statutory and voluntary where appropriate.
- Promote positive values, attitudes and good child behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging children to take responsibility for their own behaviour.
- Keep informative, accurate and up to date records and assessments, including records of progress and any behavioural and developmental reports, using iPads and Preschool laptops. Observations are recorded on Preschool iPads using the Tapestry online learning journal and also by hand with written snapshot and narrative observations. Reports are completed from a template in Word for each child during the year, using a Preschool laptop.
- Carry out any recommendations made following regulatory inspections.
- Undertake any reasonable duties as directed by the Preschool Manager, Deputy Preschool Manager and other senior staff.

As preschool assistant, you would learn from other members of staff:

- To implement and deliver the EYFS curriculum in accordance with the children's social, emotional, physical and intellectual needs.

Staff / Training / Meetings

- To attend whole staff meetings outside of normal opening hours up to seven times a year.
- To attend any relevant training events or meetings as advised by the Preschool Manager / Committee and to keep up to date with current good practice.

This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties in accordance with the Preschool's aims and objectives and as directed by the Preschool Manager.

PERSON SPECIFICATION – Preschool Assistant:

Qualification / Required Skills	Essential	Desirable
GCSE or equivalent in English to at least grade C or grade 4; or functional skills qualification in English at level 2	X	
GCSE or equivalent in Maths to at least grade C or grade 4; or functional skills qualification in Maths at level 2	X	
Experience of working in a preschool setting or other suitable experience.		X
NVQ Level 2 or equivalent.		X
Position conditional on completing an enhanced DBS.	X	
A good, sound knowledge and understanding of EYFS.		X
Sound understanding of child development and of children’s needs and current legislation relevant to the Early Years.		X
An ability and experience of implementing an Early Years curriculum, taking into account the SEND Code of Practice, child protection procedures, religious and cultural diversity and equal opportunities considerations.		X
Strong time management skills and ability to prioritise workload.	X	
Ability to foster strong working relationships with staff, volunteers and other professionals.	X	
Ability to work with parents and encourage their involvement.	X	
Ability to communicate effectively in a variety of ways, verbally and in writing.	X	
Computer literacy, including experience using Word (or similar) for reports and tablets (for using Tapestry online learning journal)	X	
Able to work on own initiative and influence good practice through own example.	X	
Caring attitude and a friendly, flexible approach.	X	
First aid qualification.		X
Food hygiene qualification.		X

This post is exempt from the Rehabilitation of Offenders Act (1974) and does require a DBS check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.