

## Preschool Assistant L1 Job Description



Responsible to: Preschool Manager

Purpose of the job: Early Years Practitioners work with individuals and groups of children in a range of educational settings as part of a team under the direction of the nominated supervisor.

To support and participate in the delivery of quality education and care of children, appropriate to the individual child's educational, social, emotional, physical and cultural needs within an agreed framework.

Safeguarding Responsibility: Meldreth Pre-school is committed to safeguard and promote the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedure to continuously promote a culture of safeguarding across the whole organisation

### Main duties

1. Assist in ensuring that relevant activities, resources and displays are provided and developed to create and maintain an attractive, stimulating, safe and secure environment.
2. Inform the nominated supervisor of any pastoral or educational concerns about a child, which may require intervention.
3. Prepare snacks and drinks for children to encourage healthy eating. Interact positively with the children at meal times to assist in developing social skills.
4. Verbally reports routine progress or areas of concern to inform assessment and record keeping.
5. Care for children's personal needs, maintaining dignity and respect and developing the child's awareness of personal hygiene and cleanliness.
6. Clean, tidy and maintain basic equipment, materials and work areas to facilitate and support the learning experience.
7. Monitor children's and young people's conduct and behaviour throughout the mainstream learning process and intervene to resolve routine issues using appropriate techniques and skills to de-escalate potential difficult situations or resolve simple conflict with individual and groups of pupils to establish and maintain a safe and calm atmosphere conducive to learning and ensure the safety and wellbeing of pupils, staff and visitors.
8. Participate in educational visits and outings to extend life experiences and provide a broad and varied curriculum.
9. Assist in supporting the development of home/school links to enable integration into the setting.

The Postholder's duties must be carried out in compliance with the school's policies and procedures including child protection procedures and the Council's Equal Opportunities Policy, Information Security Policies, Financial Regulations and Standing Orders, the Health and Safety at Work Act (1974), and subsequent health and safety legislation. These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the Postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post

Signed:..... Post Holder

Signed:..... Headteacher

## Person specification

### *Essential criteria*

1. Proven experience of working in a team.
2. Ability to communicate effectively to a wide variety of people including parents, committee, Ofsted, staff and children verbally and in writing.
3. A willingness to train towards an Early Years education and childcare qualification or equivalent.
4. Sound understanding of child development and of children's needs.
5. Knowledge of current legislation relevant to the early years.
6. Ability to work with parents and families to encourage their involvement.
7. Ability to supervise children effectively.
8. Commitment to equal opportunities and an understanding of equality and diversity issues.

### *Desirable criteria*

1. Proven experience of working in a Preschool setting.
2. To have knowledge of the Preschool curriculum, taking into account the SEN Code of Practice, child protection procedures and equal opportunities' considerations.
3. Current First Aid at Work qualification.
4. Current child protection training / safeguarding awareness.

## Terms and conditions

Hours: Sessions (8.30am – 3.30pm with a 30 minute break) term time only plus team meetings/planning sessions.

Salary: £9.50 per hour term time only with paid holidays and pension.

**This post requires a criminal records check with the Disclosure Barring Service. Applicants must be prepared to disclose any convictions they may have and any orders, which have been made against them.**