

Tidbury Green School

Job Description – Pre-school Assistant

Job Purpose:

- With the support of your team, support the direction of the setting to ensure that it meets the needs of those who access it.
- Provide an outstanding setting that is safe and stimulating for all pupils.
- Establish positive and constructive relationships with all stakeholders.
- To be a positive and committed member of the whole staff team at Tidbury Green School, with the safety, security and success of our pupils always in mind.
- To be a positive role model in school and work cooperatively with the club leader.

Qualifications:

- Level 2 or Level 3 Childcare Qualification (BTEC, NNEB, Early Years Practitioner or equivalent certificate)

General Duties and Responsibilities

Having regard to school policies you will meet the pupil's needs in our care by:

- Maintaining a healthy and safe environment.
- Maintain up-to-date statutory and non-statutory policies and procedures required for the efficient running of the setting.
- Ensuring the welfare, safety and security of all pupils.
- To be paediatric first aid trained to meet the needs of first aid for pupils including Early Years children.
- To respond proportionally and appropriately to emergency situations as they arise.
- Ensure a clean, tidy environment which is conducive to fostering good health and safety practice.
- Providing nutritional snacks and healthy meals before and after school.
- Promoting good role models who demonstrate excellent behaviour of all pupils within the setting and supports the school's values of 'Together Stronger, Honesty, Independence, Never Give up and Kindness and Courtesy Count'.
- Providing a warm, nurturing and caring atmosphere and environment.

- Adopting an inclusive practice within the setting.
- Provide a facility where pupils can complete their homework, including listening to them read, where appropriate.
- Developing positive relationships with pupils, parents and staff.
- Develop ways of promoting pupil's self-esteem.
- Treating all pupils as individuals and to have a secure knowledge and understanding of their needs while they are in your care.
- Liaising and communicating at all levels which includes sharing information to and from staff.
- Responding sensitively to parental queries. Ensure the safeguarding of pupils as they transition from and to parents.
- Preparing and delivering safe, creative and appropriate play and educational activities.
- Liaising with admin staff and school teaching and learning staff appropriately in the best interest of the children for transition and organisation.
- Encouraging and motivating pupils to participate in the range of activities on offer.
- Be responsible for you own personal health and safety as well as complying with the Data Protection Act.
- All staff have a responsibility to promote your own and others, including pupil's mental health and to report to the Senior Mental Health and Wellbeing Lead in school any concerns.
- To promote equal opportunities and the Equality Act 2010 within the school for all pupils and colleagues.
- To actively promote and support the safeguarding of children and young people in the workplace, ensuring that the school's policies are always followed and applied. To attend yearly safeguarding training and keep first aid training up to date.
- To follow all whole school policies including Safeguarding, Child Protection, Equality of Opportunity and Confidentiality.
- To help develop a love of learning and a culture of reading.
- To attend and participate in regular meetings when requested to do so.
- To participate in any training or Continued Professional Development opportunities and take part in the appraisal procedure, when required.
- To recognise your own strengths and areas of expertise and to use these to advise and support others.

- Ensure that the setting is maintained to Ofsted’s high standards and requirements.
- To follow any instructions given by the Headteacher or Lead playworker to complete any additional tasks as deemed appropriate to the role.

Support to other staff

- Ensure all members of staff work together as an effective team.
- Make overt effort to promote positive wellbeing and mental health for all members of the staff team.
- Guide, direct and support other members of staff to deliver the planned activities.

Support for Administration

- Keep parents informed of any forthcoming events/activities and/or messages from staff.
- Keeping the relevant paperwork up-to-date.
- Ensure open lines of communication between school and home.
- Use iPal system to record and retrieve information for pupils and parents.

Review and Amendment

This job description is normally subject to annual review. It may be amended at the request of the Headteacher or post holder but only after full consultation with the post holder. It will be signed if agreement has been reached.

Complaints

If, following review and amendment agreement is not reached, the appropriate procedure should be used for the settling of any disputes.

To Whom Responsible: Early Years Leader and Headteacher

Practitioner’s full name

Practitioner’s signature

Date

Headteacher’s Signature