



Job Description: Pre-School Assistant Level 2 (or above)

Job title: Pre-School Assistant

Responsible for: All pupils in Pre-School (Mouselings)

Accountable to: Head Teacher, Pre-School Manager, St Loys CEVA Primary Academy & Pre-School

Job Purpose: To provide safe, high quality education and care for children in Pre-School

To work with the Pre-School Manager and other leaders to raise the learning and attainment of all pupils

Give support to pupils individually or in groups, so they can access the Early Years' Curriculum, take part in learning and experience a sense of achievement

Promote pupils' independence, self esteem and social inclusion

To contribute to and to implement school and trust policies

To ensure that all statutory, legal and setting obligations are followed and met.

Safeguarding Requirement:

St Loys Pre-School is committed to safeguarding and promoting the welfare of all children and their families. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

Main duties:

Teaching & Learning

1. To follow and apply the long-term, medium-term and sessional curriculum plans provided which take into account the requirements of the Early Years Foundation Stage (EYFS), and to liaise with the Pre-School Manager to maintain the effectiveness of the setting's curriculum; this may include working with external professionals
2. Promote, support & facilitate inclusion by encouraging participation of all pupils in learning and in extra-curricular activities
3. Use effective behaviour management strategies consistently in line with the school's policy and procedures
4. Support the manager and other staff with maintaining good routines and managing behaviour effectively to ensure a good and safe learning environment
5. Organise and manage the space and resources to help maintain a stimulating and safe learning environment
6. Observe pupil performance and pass observations to the Pre-School Manager and/or update pupil profile records
7. Undertake any other relevant duties given by the Pre-School Manager

Planning:

8. Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
9. Read & understand lesson plans shared prior to the sessions as available
10. Support the preparation of the classroom for continuous provision opportunities

Working with colleagues and other professionals:

11. Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the Pre-School Manager
12. Communicate knowledge and understanding of pupils to other staff, education, health & social care professional, so that informed decision-making can take place for intervention and provision
13. With the Pre-School Manager keep other professionals accurately informed of performance and progress or concerns about pupils they work with
14. Develop effective and collaborative professional relationships with all colleagues
15. Contribute to the development, implementation and evaluation of school's policies, practices and procedures so as to support the school's values and vision.
16. Make a positive contribution to the wider life and ethos of the school

Health & Safety:

17. Promote the safety and wellbeing of all pupils and help to safeguard pupils' well-being by following the requirements of *Keeping Children Safe in Education* and St Loy's child protection policy
18. Look after children who are upset, may have had an accident or requires toileting following our school policy and procedures

Professional Development:

19. Help keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with school leaders and identifying relevant professional development to improve personal effectiveness.
20. Take opportunities to build skills, qualifications and further experience for the role with support from the school
21. Take part in the school's appraisal procedures

Personal and Professional Conduct:

22. Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
23. Have proper and professional regard for the ethos, policies and practices of the school including the church school status
24. Maintain high standards of punctuality and attendance
25. Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
26. Respect individual differences and cultural diversity

This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the Pre-School Manager or Head Teacher/SLT. The post holder is also expected to be flexible and adaptable in their approach to fulfilling their duties and following the staff code of conduct.

All candidates are expected to satisfy the requirements of a full DBS check before commencing employment

Updated September 2023

Signed:

Head Teacher

Signed:

Chair of St Loys Academy Committee

Signed:

Pre-School Assistant