

Pre-school Assistant

The Role: To assist the Pre-school Supervisor at the Pre-school setting within Westonzoyland Primary School.

Key Tasks and Responsibilities:

- Assisting the Supervisor with the daily running of the Pre-school.
- To assist with designing high-quality, engaging learning activities and setting up learning areas to enthuse children and help them meet their learning goals.
- To make assessments and record observations relating to children's progress.
- To be a key worker to a small group of children undertaking record-keeping, observations and individual plans, liaising with parents, school staff and other professionals as required.
- Liaise with the Pre-school Supervisor to provide access to the Early Years curriculum
- Liaise with the Pre-school Supervisor to identify any child needing support.
- To ensure the areas and equipment used are kept neat, tidy and ready for learning.
- To manage health and safety and hygiene paperwork related to the effective running of the Pre-school
- To attend Pre-school fortnightly update meetings and raise concerns in a professional manner.
- To follow all school policies and procedures.
- To be prepared to take part in INSET, to attend courses to update skills and to attend team and whole school staff meetings.
- To maintain confidentiality.

Key Skills required

- To set a good example in terms of dress, punctuality and attendance.
- To undertake playground duties as per rota and provide basic care in the event of minor accidents.
- When necessary, support children who are sick or need help visiting the toilet.
- To support the aims and ethos of the school and other objectives identified in the School Development Plan.
- Assisting with the maintenance of accurate records for the children and preparation for parents' meetings to ensure that they have access to all relevant information.
- Assisting with the setting up and clearing away of classroom equipment ensuring that all resources are treated with care. Assisting with the preparation of resources, mounting displays and photocopying of materials as required.
- Supervising, under the Supervisor's guidance, group work and play activities.
- Receiving and conveying messages.

Safeguarding:

- Know and follow the school's safeguarding and child protection procedures
- Attend regular safeguarding training in-line with the school's training programme.
- Make and participate in concerns relevant to them, following actions and adding additional information using the school's reporting programme.
- Comply with health and safety requirements and specifically will take reasonable care of him/herself and other persons who may be affected by his/her acts or omissions at work including undertaking risk assessments where appropriate.
- To ensure full supervision of children to keep them safe.
- To manage registers and medical forms to ensure that we know where children are meant to be at all times and how to keep them safe.
- Provide feedback on children's progress and welfare to their class teacher.
- To develop constructive relationships with parents and a listening ear for problems.

Safeguarding is everyone's responsibility

Signed Post Holder: Signed Headteacher: Date:

