



## **Job Description: Pre-School Assistant**

Grade 5 SCP 11 - £21,116 p.a. pro rata

Term Time Only including Inset days,

Monday, Wednesday, Friday 8.30 – 3.00 – 18 hours per week

### **Job Purpose**

- To contribute towards providing safe, high quality care and education for young children within EYFS.
- Ensuring effective relationships and partnership working with parents of key children to enable their needs to be met.
- Joint responsibility for Planning, Preparation and Assessment and day to day running of the setting.

**Reporting to:** Alice Pearson EYFS Lead

### **Main Duties:**

- To support and facilitate the delivery of the EYFS in conjunction with other team members, suitable for the age range of the children in the group.
- Ensure the safety and welfare of children at all times.
- Contribute to record keeping which meets Ofsted standards.
- To work alongside and support members of the team.
- Responsibility for all key children to ensure individual targets are met and learning journeys are maintained regularly.
- To advise the EYFS Lead of any concerns over e.g. children, parents, the safety of the environment and preserving confidentiality at all times.
- To keep confidential any information regarding the children, their families or other members of staff that is required as part of the job.
- To read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting.
- To ensure that good standards of safety, hygiene and cleanliness are maintained at all times.

Reviewed: November 2019