



Pre-School Assistant – Job Description

Grade: 3 (SCP 4-6)

Job Evaluation ID Number: Pos_15080

Purpose of Post

- To work as part of the pre-school team to provide safe, high quality education and care for young children
- To work under the direction of the EYFS Lead / Pre-school Co-ordinators and to give support to other staff within the Setting
- To act as a Keyworker to a group of children

Key Areas

- Work with Children;
- Team Work;
- Liaise with Parents/carers.

Responsible to

Early Years Lead

Duties and Responsibilities

1. To act as a keyworker to a small group of children, liaising closely with parents/carers to ensure individual needs are met, and to be responsible for observations and record keeping relating to the progress and development of key children;
2. To encourage parental involvement and support through the development of effective working relationships;



3. To ensure that activities are carried out in a safe and responsible manner in accordance with statutory responsibilities, and to advise the pre-school leader of any concerns over children, equipment etc.;
4. To follow all pre-school and whole-school policies, including those regarding safeguarding and confidentiality;
5. Contributing to the overall ethos/work/aims of the pre-school and school;
6. To ensure that the pre-school offers the highest standards of physical and emotional care, health and safety, and personal and food hygiene at all times;
7. Working creatively with children within the EY framework, as instructed by pre-school leader;
8. Daily interaction with children to provide range of stimulating activities to promote all areas of learning;
9. Ensuring all children have equal access to opportunities to learn and develop;
10. Work requires bending, kneeling and crouching for periods of time and may also involve lifting or holding children during planned activities, and changing nappies/toileting duties;
11. Activities will occur both inside and outside;
12. Promoting positive values, attitudes and good child behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging children to take responsibility for their own behaviour;
13. Having a positive approach to continuous professional development;
14. To actively promote and support the safeguarding of children and young people in the workplace, ensuring that all staff and volunteers observe setting policies and procedures to keep children safe from harm