

Job details

Role : Preschool Assistant / School Learning Support Assistant

School: Long Sutton C of E Primary School

Contract type: part time

Responsible to: EYFS Leader

Main purpose

To work in partnership with the pre-school staff, Reception Teacher and other teaching assistants in order to meet the aims of the children and school.

Duties and responsibilities

Support for Children

- Share responsibility for safety, health and welfare of children at all times
- Ensure all children have access to high quality activities and continuous provision in a child led environment.
- Relate well to children, demonstrating levels of energy, fun and enthusiasm at their level and pace.
- Guide the development of children's social behaviour and attitudes, being a good role model for them to follow.
- Be prepared to supervise children during activities without the manager present, including outdoor activities. Support the children to safely explore and extend their own learning, promoting independence where possible.
- Observe and assess children's development, keeping accurate, up to date records of their progress.
- Acting as a key worker for a group of children
- Carry out personal care as required and appropriate.

Support for the Pre-school Manager

- To demonstrate enthusiasm and passion as part of a dedicated team.
- To help plan and implement child led activities and continuous provision.
- To have knowledge or awareness of Ofsted requirements and be able to follow their guidelines for the EYFS.
- Maintain complete confidentiality.
- Contribute towards planning individual children's next steps, as part of the key worker role. Track children's progress and help to further develop their learning.
- Organise materials and equipment for use within the nursery.
- Share responsibility for care and maintenance of resources and equipment.
- Assist in preparation and clearing up of activities, encouraging children to help.
- Share responsibility for valuing and displaying children's work.
- Take responsibility for specific activities already planned for.
- Have a flexible approach and be willing to take on other tasks such as Lunch time supervision, cleaning, preparing snacks etc. as well as being able to multi-task.

Support for the Parents

- Have excellent people and communication skills, with the ability to listen and to build good relationships with adults and children.
- To have an all-inclusive and non-judgemental approach.
- To be patient, calm and kind with a good sense of humour.
- Encourage parents and carers to be involved in the setting and their children's Learning.
- Establish good relationships with parents and carers.
- Build up a trusting relationship with parents/carers of key worker group

Supporting the Early Years Setting – School

- Support the aims and policies of the setting
- Promote the ethos of the setting at all times
- General supervisory responsibility for students

Other requirements:

- To participate in training and performance management as required.
- To have an up-to-date Enhanced CRB Disclosure.

This job description may be amended at any time in consultation with the post holder.

	Essential	Desirable
Qualifications	The Assistant should have: <ul style="list-style-type: none">• good basic education to GCSE level in literacy and numeracy, or the equivalent	In addition, the Teaching Assistant might have experience of: <ul style="list-style-type: none">• A relevant qualification in Childcare and/or Education
Experience	The Assistant should have: <ul style="list-style-type: none">• Knowledge of working in an educational environment.• Knowledge of EYFS curriculum	Experience of supporting children's learning in the classroom
Knowledge and Understanding	The Teaching Assistant should have knowledge and understanding of: <ul style="list-style-type: none">• the needs of children;• child development and the ways in which children learn;• the roles played by various adults in a child's education;• behaviour management strategies;• equal opportunities• safeguarding	

<p>Skills</p>	<p>The Teaching Assistant will be able to:</p> <ul style="list-style-type: none"> • help professional staff to achieve their objectives; • teach children on an individual basis, in small group and whole class work; • explain tasks simply and clearly and foster independence; • supervise children, and adhere to defined behaviour management policies; • accept and respond to authority and supervision; • work with guidance, but under limited supervision; • liaise and communicate effectively with others; • demonstrate good organisational skills; • reflect on and develop professional practice; • Ability to communicate effectively both verbally and in writing • Good interpersonal skills • Ability to adapt to change at short notice • Ability to work co-operatively and flexibly within a team 	<p>In addition, the Teaching Assistant might also be able to:</p> <ul style="list-style-type: none"> • monitor, record and make basic assessments about individual progress • suggest alternative ways of helping children if they are unable to understand; • describe, in simple terms, the process of behaviour management with children; • identify gaps in their own experience that they need help in filling;
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