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| C:\Users\sian\Desktop\LOGOS\WOOD END LOGO SWOOSH BURGUNDY.png | **Wood End Infant & Pre-School**  Redbridge, Stantonbury,  Milton Keynes, MK14 6BB  01908 316424  office@woodendsch.org.uk  **www.woodend.org.uk**  **Headteacher: Claire Wilson BA Hons NPQH** |

**PERSON SPECIFICATION: PRE-SCHOOL TEACHING ASSISTANT**

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| **Skills, aptitude, knowledge and experience** | |
| **ESSENTIAL** | **DESIRABLE** |
| * Experience of working in an early years setting * Suitable qualification in childcare * Knowledge of legislation relevant to Early Years such as EYFS, SEN, safeguarding, Childcare Act 2006. * Knowledge of Child Development and children’s needs. * Ability to work with parents/carers/families to encourage partnership working. * Understanding of Equal Opportunities. * Awareness of Health & Safety and practical hygiene issues. | * Experience of implementation of EYFS and IMTP. * Experience of working in partnership with parents. * Ability to write legibly. * Good presentation skills. * Possess a level of general computer literacy with a range of IT skills. |
| **Personal qualities**  • Enthusiasm for working with young children.  • Ability to work in a team.  • Punctuality.  • Ability to communicate well with adults and children.  • Ability, flexibility and willingness to take on other responsibilities or duties as necessary.  • Patience.  • Reliability and trustworthiness.  • A positive approach to inclusive practice, with children and colleagues. | |
| **Qualifications**  • A positive approach to gaining further qualifications and training.  • Minimum of a relevant and recognised Level 2/3 qualification in childcare.  • Evidence of ongoing personal development training.  • Desire to continue with professional development.  • Desire to gain a recognised Professional Status, i.e. Early Years Professional Status (EYPS).  • Basic understanding of the importance of Health & Safety and Food Hygiene in the workplace. | |

**This post requires a DBS check (formerly a CRB check) as there may be periods of unsupervised**

**access to children. An Enhanced DBS and satisfactory references would be obtained.**

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**Staff duties:**

* To provide a high standard of physical, emotional, social and intellectual care for children placed in the setting.
* To give support to staff within the setting.
* To work as part of a team in order to provide an enabling environment in which all individual children can play, develop and learn.
* To build and maintain strong partnership working with parents to enable us to meet children’s needs.

**Duties towards children:**

* To effectively deliver the EYFS ensuring that the individual needs and interest of children in the setting are met (in conjunction with other team members).
* To keep records and observations on all children’s development and learning journals and share with parents/carers and other key adults in the child’s life.
* Support all staff and engage in a good staff team.
* To develop and maintain strong partnerships and communication with parents/carers to facilitate day-to-day caring and early learning needs.
* To ensure the provision of a high quality environment to meet the needs of individual children, having an awareness of any disabilities, family cultures and medical histories.
* To advise Pre-School Leader/Deputy of any concerns, e.g. over children, parents, the safety of the environment, preserving confidentiality as necessary.
* To be involved in out-of-working-hours activities, e.g. training, staff meetings, summer fête, etc.
* To be flexible within working practices of the setting, undertaking other responsible duties where needed, such as domestic tasks, preparation of snack meals, cleaning of equipment, etc.
* To work alongside the Leader and staff team to ensure that the setting’s philosophy is fulfilled.
* To read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting.
* To develop your role within the team, especially with regard to being a key person.
* To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job.
* To be aware of the high profile of the setting and to uphold its standards at all times, both in work hours and outside.
* To support play assistants, students and volunteers.
* To ensure good standards of safety, hygiene and cleanliness are maintained at all times. ◼

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