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| **Job Title:** | Pre-School Assistant |
| **Location:** | Shortstown Primary |
| **Reports to:** | Assistant Head for Early years, and Head Teacher |
| **Direct reports:** | Preschool Leads |
| **Full/part time:** | Term Time L1/2 role AC1 2:6 |

HEART Academies Trust is a family of academies, at the heart of the community, improving life chances for all through challenge and support. We strive to transform educational outcomes of students from a young age by providing exciting, new and different opportunities for learning and applied learning. Our overwhelming belief is that every child can be successful, both personally and academically, with early and effective help from staff that know and value them as an individual. HEART Academies Trust aims to bring about a substantial increase in the educational attainment, expectations and aspirations of all in the whole community.

Shortstown Primary is part of HEART Academies Trust. The role of Pre-School Assistant will be based at Shortstown Primary.

**Job Purpose**

* To provide safe, high quality education and care for pre-school children
* To fulfill legal and statutory requirements
* To contribute to and implement school and pre-school policies.
* To be part of a successful team.

**Specific Responsibilities**

The following is an indicative list of duties which is not exhaustive and will be subject to review to reflect the changing work composition of the Trust.

* To ensure the pre-school is a safe environment for children, that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times.
* To support the work and beliefs of the pre-school by adhering to the school and preschool ethos, values, policies, procedures and staff code of conduct.
* To act as a Key worker to a small group of children, with responsibility for observing and recording learning, linking to EYFS expectations and identifying next steps in learning for individuals.
* Keeping the individual record file for each of the children up to date, completing 2 year old checks if required and assorted transitional documents.
* To Liaise with and encourage the participation and involvement of all parents and carers of children attending the pre-school.
* To actively encourage children’s progress in all areas of development, focusing on children’s individual needs, types and stages of play, by interaction and extension of play activities.
* To have some understanding of children’s developmental requirements
* To ensure that any information received concerning the children is kept confidential at all times.
* Prepare and set up activities from planning information and supervise appropriate stimulating activities.
* To clean up following all activities and leave the room tidy at the end of the day.
* Help to prepare snacks and drinks.
* To assist in the personal hygiene and nappy changing of children, as required.
* To encourage positive behaviour by presenting yourself as a good role model.
* To advise the supervisor of any concerns, accidents/incidents, ensuring confidentiality at all times, in line with safeguarding expectations.
* To attend staff meetings and appropriate training courses as required.
* To be prepared to work in other areas of the school as directed by the preschool leads or Head Teacher.
* To be involved in curriculum planning, policy writing and record keeping as requested and led by the supervisor.
* To work as part of a team and support colleagues and resume the role of a student mentor.
* To undertake any other duties as directed by the preschool manager or Head Teacher, in accordance with the preschool objectives.
* To promote the Preschool to potential parents and carers.

**Common Roles of All Trust Members:**

**Leadership: Vision and Values**

* Lead by example, providing inspiration and motivation, and embody for the students, staff, governors, parents and wider community the vision, purpose and leadership of the Trust.
* To ensure equal opportunities for all.
* To be committed to safeguarding and to promoting the welfare of all young people.
* To assist in the development of a culture and environment in which young people thrive and to drive innovation.
* To drive up educational standards, promote life-long learning and continually improve outcomes for all.
* Lead and contribute to an ethos in the Trust where well-being and respect are at the heart of the Trust and each student is valued and nurtured to develop personally and educationally.

**Leading and Managing Others and Self**

* Develop and maintain a culture of high expectations for self and others.
* Regularly review own practice, set personal targets and take responsibility for own development.
* Actively engage in the performance review process.
* Work within the Trust’s health and safety policy to ensure a safe working environment for staff, students and visitors.
* Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, colleagues and visitors.
* Adhere to Trust policies and procedures.

 **Person Specification**

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| Areas of Assessment | Essential | Desirable |
| Qualifications | * Willingness to train as L2 in Early years
 | * Additional specialist qualification.
* Training in relevant strategies, e.g. particular curriculum or learning area.
* Relevant L2 NVQ or equivalent qualification or 3 years full time or 5 years part time experience in a relevant post.
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|  Experience | * Experience of communication effectively at all levels.
* Experience of working with young children
 | * Be able to show progress in children’s learning and attainment.
* Current experience of working in Early years setting
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| Competencies | * Demonstrate an appropriate motivation for wanting to work with children.
* Can demonstrate an understanding of what is appropriate and inappropriate professional practice towards a child.
* Understands the principle, and knows the limits of confidentiality.
 | * Is sensitive to the needs of children and can identify when intervention is required.
* Understands the challenges and responsibilities of working with vulnerable children.
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|  Philosophy | * Able to promote positive discipline in line with the ethos of the school
* Experience of motivating pupils to develop to their full potential.
* Understand and promote inclusion for all children
 | * Understanding of the principles of child development and learning processes.
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| Curriculum | * Ability to carry out accurate observations of learning
* Keep accurate records
* Able to work Creatively
 | * Up to date knowledge and understanding of practices and procedures within education relating to the welfare, safety and education of pupils
* Working knowledge of early year’s curriculum and other relevant learning programmes and strategies.
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| Management | * Experience of working constructively in a team,
* Experience of prioritising tasks and acting on own initiative.
 | * Ability to follow planning and manage organisation of resources for teaching.
* understanding classroom roles and responsibilities and own position within these.
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|  Application | * DBS clearance
* Safeguarding requirements met
 | * Well-presented application with issues presented in an ordered way.
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