

Job Description

Job Title: Pre-School Learning Support Assistant & After School Supervisor
Responsible to: Pre-School and EYFS Co-ordinator

EYFS

The EYFS comprises the Nursery and Reception. The applicant may be required to work across both areas.

The Pre School

The Pre-School accommodates children between 2.5 and 4 years some part time and others full time. We follow the principles laid out in the Department for Education's Early Years Foundation Stage documents but take an "in the moment approach to planning" which allows children to follow their interests and take ownership of their learning. No two days are ever the same. We have an outdoor classroom and spend lots of time in the school's extensive grounds, whatever the weather.

We have a very supportive and enthusiastic team who share ideas and good practice. We work hard to provide a rich and exciting individualised experience for every child. Our families are very important to us and we work hard to support them.

After School Care

As a School we provide pre and after school care during term time. During the school holidays we provide a service for working parents. Supervision of the children is within "The Keep" which is located within the EYFS area of the School. The age of the children in The Keep range from 2.5 years to 13 years.

The aim of The Keep is to:-

- Provide a safe, homely, friendly and caring environment
- Offer informal supervised play
- Create a family feel by having children of many ages playing together
- Promote constructive play
- Supply structured activities during the holidays
- Stimulation through craft activities
- Maintain the normal code of conduct and rules of the School

Main Purpose of Job

- To support the Room Leaders with the day-to-day running of their Pre School rooms
- To help maintain a high-quality, stimulating, safe and inclusive environment for all children
- To help promote the aims and objectives of the Pre School
- To help promote the high standards of the Pre School

Key Responsibilities

- To ensure the provision of high standards of physical and emotional care

- To ensure the welfare and safety of children is paramount within the nursery and that if concerns are raised they are acted upon immediately and to be aware of the school's Safeguarding Policy and the Safeguarding and welfare requirements in the Early Years Framework
- To work across the whole learning environment – indoors and out. The outdoor environment is a very important aspect of our provision and is used in all weather conditions.
- To make observations of the children and record them on Tapestry
- To be aware of the individual needs of children. This will include assisting with their personal care needs and helping get dressed for play etc.
- To ensure high standards of hygiene and cleanliness are maintained at all times
- To assist the Room Leader with 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 ensure confidentiality of all information received
- To work with small groups of children in adult directed activities.
- To engage with children effectively when they are participating in self – initiated activities. To use their knowledge of the Foundation Stage Curriculum to inform their interactions and ensure that the children are making progression in their learning.
- To work as a member of the team taking turns to prepare drinks and snacks.
- To help prepare for each session with other staff e.g. photocopying, collecting materials, setting out toys etc.
- To undertake any other duties and responsibilities commensurate with the job title as directed by the Pre-School and EYFS Co-ordinator /Headmaster

The Nursery operates during term-time only, sharing the same holidays as the main school. The Nursery is open from 8.30am to 3.30pm each day of term. The Keep operates from 3.30pm to 6pm.

This role will involve daily contact with children and you will be engaging in regulated activity relevant to children. All staff/volunteers have a responsibility for promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.

I hereby confirm that I have read, understood and accept the contents of this job description

Signed.....

Dated.....

Print Name

Person Specification

Criteria	Essential	Desirable	Evidence
Qualification	NVQ Level 3 in Children's Care Learning & Development, or equivalent	Recent Paediatric First Aid certificate Basic Food Hygiene certificate	Application Form
Experience	Experience of the implementation of the Statutory Framework for the Early Years Foundation Stage (this may be in placement rather than in employment) Experience of or willing to learn about 'in the moment planning'	Post qualifying experience in working with children	Application Form Application Form/Interview
Curriculum, Learning and teaching	Knowledge of legislation relevant to Early years such as the Statutory Framework for the EYFS, SEN and safeguarding Knowledge of child development and children's needs Knowledge on policies and procedures in relation to equality and inclusive practices		Interview Interview Interview
Skills	Ability to communicate effectively and to engage with children, parents and families Able to observe children's learning and development Possess a level of general computer literacy with a range of IT skills Good organisational and time management skills The ability to work co-operatively as part of a team		Interview Interview Application Form/Interview Interview Application Form/Interview