

## Job Description **Pre-School Assistant Level 2**

Start Date:	February 2025
Responsible to:	Pre-school Leader / Headteacher
Location:	Corfe Castle CE Primary School
Grade:	Grade 3, SCP 4 - 6 (£12.65 - £13.05 per hour)
Disclosure Level:	Enhanced Disclosure & Barring Service Check

### **Job Purpose & Objectives**

To work under the direct instruction of teaching / senior staff, usually in or near the classroom with the preschool leader, to support access to learning for pupils and provide general support to the teacher in the management of an individual pupil or group of pupils and the classroom who may have particular requirements or EHCP. You are required to supervise children during the lunch hour as part of the lunchtime team.

### **Safeguarding**

*Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.*

*The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, online searches, Enhanced DBS check and satisfactory references.*

### **Main Duties & Responsibilities**

- Supervise and support pupils, ensuring their safety and access to learning.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Promote and reinforce the self-esteem of pupils.
- Encourage pupils to interact with others and engage in activities.
- Encourage pupils to act independently as appropriate.
- Prepare the classroom as directed for lessons and clear afterwards and assist with the display of pupils' work.
- Work with teaching staff in the planning of work programmes for individuals and groups of pupils.
- Delivery of work programmes for individuals and groups of pupils.
- Be aware of pupil needs / progress / achievements and report to the leader as agreed.
- Undertake pupil record-keeping as requested.
- Support the leader in managing pupil behaviour, reporting difficulties as appropriate.
- Gather / report information from / to parents / carers as directed.
- Provide clerical / administrative support e.g. photocopying, typing, filing, collecting money etc.
- Prepare and maintain equipment / resources as directed by the leader and assist pupils in their use.
- Be aware of and comply with policies and procedures of the school and in particular relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Support the school's fire and emergency procedures by being familiar with the instructions for staff and children, located in all of the teaching areas, and take appropriate action should the need arise.

- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- Occasionally there may be a requirement to physically lift pupils for safety or care needs.
- Where necessary attend to a pupil with soiled clothing.
- Accompany other staff and pupils on visits, trips and out of school activities as required.
- Assist children in holiday club and provide suitable activities for these ages.
- Clean the tables and toilet areas during holiday club.

#### **Supervisory / Managerial Responsibility**

- Little or no supervisory responsibility other than assisting work familiarisation of peers and new recruits.

#### **Communication / Contacts**

- Contact with all staff and occasionally with parents and carers to pass on and receive information, advice, guidance, suggestions and ideas.
- Contact with pupils on issues which are generally not contentious but where the outcome may not be straightforward.
- The leadership team will arrange meetings, as needed, or as requested by the pre-school assistant on an individual or group basis, to ensure feedback on school matters and so that any problems can be addressed.

#### **Environment**

- The post holder will be required to exert moderate physical effort, for example periods of sitting/crouching/bending to engage pupils in learning activities, and engaging pupils in play activities and specific games as necessary. Many of these activities will be at floor level.
- There may be an occasional need to move some play equipment, and physically lift pupils for safety or care needs.
- The post holder will be expected to challenge and modify behaviour of pupils.
- There will be a requirement to attend to a pupil with soiled clothing due to sickness or toileting problems.
- There will be a requirement to assist with toilet training young children and carry out intimate care.
- There is a requirement for basic cleaning to be undertaken during holiday club.

#### **Career / Salary Progression**

- Professional development of the role is encouraged by the trust and Leadership team will undertake to arrange this, where possible, on request.

#### **Safeguarding Responsibilities**

- Be aware of who is the school's Designated Safeguarding Lead.
- To strictly follow the school's policy and procedure for safeguarding children.

#### **Additional Information**

The job description will be reviewed as part of the appraisal system annually and any variance of the specific responsibilities will be considered in line with the needs of the school or Partnership. This will be carried out in consultation with the post holder.

*The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Head teacher to reflect the changing needs of the school.*