



Job Description – Pre-school Practitioners and Assistants

Post title:	Pre-school Practitioner/Pre-school Assistant
Salary scale:	£16,983 - £18,750 (Levels 1-3, scale points 1-6) (Figures based on 37 hours per week, 50 weeks a year)
Contract Type:	Full time / Part-time available
Contract term:	Permanent
Reporting to:	Pre-school Manager & Deputy/Senior Leadership Team

Purpose of Post:

1. To provide a high standard of physical, emotional, social and intellectual care for children placed in the setting;
2. To give support to their staff within the setting;
3. To work as part of a team in order to provide an enabling environment in which all individual children can thrive and enjoy;
4. To build and maintain strong partnerships with parents and other professionals to ensure children's needs are met.

Main Core Duties:

Teachers make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

- To effectively deliver the EYFS ensuring that the individual needs and interests of children in the setting are met (in conjunction with other team members)
- To keep records of your key children's development and learning journeys 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 manager/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, fortnightly staff meetings, parents evenings, open days, etc.
- To be flexible within working practices of the setting, undertaking other responsible duties where needed, such as domestic tasks, preparation of snack meals, cleansing of equipment, etc.
- To be flexible around opening hours and shifts to cover pre-school needs
- To work alongside the manager, deputy, senior leadership team and other staff 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 pre-school assistants, students and volunteers
- To ensure good standards of safety, hygiene and cleanliness are maintained at all times
- To be willing to undertake own personal development; through courses or on line training (paid and unpaid)

Part 2: PERSONAL AND PROFESSIONAL CONDUCT

Pre-school staff are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout an early educator's career.

Education professionals uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

- treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- showing tolerance of and respect for the rights of others
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law
- support and contribute to the spiritual, moral, social and cultural ethos across the setting and the wider school community
- staff must have proper and professional regard for the ethos, policies and practices of the setting in which they work in, and maintain high standards in their own attendance and punctuality
- staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities
- support initiatives decided by the Headteacher and leadership team
- participate in the performance management system for the appraisal of their own performance. The line manager will set agreed targets for the year. The line manager will monitor and review performance. The pre-school and school will support the continuing professional development of all staff, to ensure that their expertise is being kept up to date
- attend and contribute to team and staff development meetings; participating in a positive way to the decision making processes and ensuring any issues causing concern/requiring debate appear as an item on team/management agendas
- in relation to the pre-school's and school's strategic plan, contribute towards the goals and targets
- continue to maintain a professional interest in educational initiatives and developments
- communicate and consult with the parents/carers of children
- develop and maintain good relationships, interaction and co-operation within school and between school and home

Conditions of employment

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment)
- The post holder is required to actively promote, support and encourage the school's ethos and its objectives, through good practice, policies and procedures as agreed by the governing body
- To uphold and comply with the school's policy in respect of child protection and safeguarding matters
- The post holder may be required to perform any other reasonable tasks after consultation
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder
- All staff members are required to participate in the school's appraisal scheme