

JOB DESCRIPTION

Job title: Pre-School Assistant

Main Job Purpose

To support the Childcare Leader/Supervisor in providing a safe, secure, and stimulating learning environment.

Main Responsibilities and Duties

- Carry out planned activities under the direct guidance, direction and supervision of the Day Care Leader.
- Be a member of the team providing high quality day care provision and attend meetings as appropriate.
- Assist in contributing to the planning and delivery of a curriculum, which leads towards the meeting of agreed objectives and targets.
- Keep records as directed by the Child Care Leader/Supervisor
- Share responsibility for the care, presentation, display, safety, organisation and appearance of the facilities and equipment.
- Be committed to the principles of equality of opportunity for all.
- Read, discuss, understand and implement all policies.
- Encourage parental involvement and maintain confidentiality.
- Willing to undertake further, relevant training.
- Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

Supervision & Management

Typically, there will be supervision available from the Child Care Leader/Supervisor on a daily basis and regularly within the day.

Problem Solving and creativity

- On a daily basis, under the direction of the Child Care Leader / Supervisor, adapt activities for individual and groups of children
- Use a variety of techniques to establish supportive relationships with children, parents and carers.
- Guidance is normally readily available and more complex or controversial decisions will be referred to the Day Care Leader/Supervisor.

Key contacts & relationships

- Contact with staff to pass and receive information, advice, guidance, suggestions and ideas.
- Contact with parents / carers and other agency staff to provide support for children, such as giving feedback on children's particular needs.

Decision making

Within agreed policies, guidelines and rules, decide on when and how to apply a range of strategies for the benefit of children in relation to their activities, behaviour and care. These decisions often need to be made immediately to deal with the situation presented.

Resources

- Books, stationery, writing equipment.
- ICT and AVA equipment.

Working environment

- Part of the working day is spent standing, with periods of crouching / bending to engage children in activities.
- There may be occasional need to physically lift children, such as for safety or care needs and occasional unpleasant conditions relating to children's personal hygiene needs.

Equality and Diversity

Sherborne Area Schools Trust (SAST recognises the benefit of having a diverse workforce and is committed to building a workforce which reflects diversity from the communities it serves. SAST values the contributions from all staff from a wide range of different backgrounds and actively seeks to promote an environment that is free from discrimination and harassment and at the same time supports fair promotion and cultural acceptance. Under the provision of the Equality Act 2010 SAST welcomes applications from everyone and operates a recruitment process which is fair and does not discriminate against or disadvantage anyone because of their age, disability, gender reassignment status, marriage or civil partnership status, pregnancy or maternity, race or nationality, religion or belief, sex or sexual orientation.