



## **One to One Pre-School Assistant Job Description**

### **Purpose of Post**

To work as part of the Pre-School team to provide safe, high quality education and care for young children

To work under the direction and guidance of the Special Educational Needs Coordinator (SENCo) to deliver a programme of support for a child with Special Educational Needs.

### **Hours of Work**

Monday – Friday 9.00 – 2.00, term time only.

### **Responsible to**

Pre-School Manager

### **Duties and Responsibilities**

To work with the Pre-School Manager and Special Needs Co-ordinator to establish an appropriate safe and secure learning environment.

To supervise and provide particular support for a named child, ensuring their safety and access to learning activities.

To establish and develop positive relationships with the named child and their family.

To assist with the development and implementation of a programme to support the child to work towards achieving their 'Next Steps'.

To undertake structured and agreed learning activities. To prepare, maintain and use equipment/resources required to meet the relevant learning activity.

To monitor and record the named child's responses to learning activities and accurately record achievement and progress as directed.

To provide detailed and regular feedback on the named child's achievement and progress. To discuss any difficulties or problems with the SENCo.

To ensure that activities are carried out in a safe and responsible manner in accordance with statutory responsibilities, and to advise the Pre-School manager of any concerns over children, equipment etc.

To promote the inclusion and acceptance of all children in the setting.

To work with other professionals as required.

To attend and participate in relevant meetings as required.

To participate in training and other learning activities as required.

#### Health and Safety and Safeguarding

To follow all Pre-School policies, including those regarding safeguarding and confidentiality.

To actively promote and support the safeguarding of children and young people in the workplace, ensuring that the Pre-School policies and procedures are observed at all times.

To be aware of the policy on Health and Safety ensuring that there is a safe working and learning environment where risks are properly assessed. To notify the Manager and staff of any Health and Safety issues.

### One to One Pre-School Assistant Person Specification

<b>Essential</b>	<b>Desirable</b>
<p><b>Skills, aptitude, knowledge and experience</b></p> <p>Ability to relate well to children and adults including other professionals/carers/ Parents.</p> <p>Ability to manage multiple tasks, whilst ensuring children, colleagues, parents and carers are respected and listened to.</p> <p>Ability to communicate effectively with adults and children</p> <p>Good verbal and non - verbal communication skills</p>	<p>Experience of working as part of a team.</p> <p>Consistent approach with children and parents</p>
<p><b>Personal qualities</b></p> <p>Proactive and positive team player, able to work constructively as part of a team to understand Pre-School roles and responsibilities and own position within these.</p> <p>Enthusiasm for learning and working with children</p> <p>Caring, friendly, approachable, open, inclusive, welcoming, and personable</p> <p>Able to maintain confidentiality at all times</p>	<p>Reflective approach and commitment to personal development</p>

**This post requires both a DBS check and satisfactory references prior to commencement of employment.**