



## Job Description

### One to One Pre-School Assistant

#### 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.

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.



# Crowmarsh Pre-School

Old Reading Road, Crowmarsh Gifford, Oxon, OX10 8EN, Telephone: 07568 370048

- ⚙ 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.

## Hours of Work

Monday – Friday, 9:00 – 14:00, term time only. It may be possible to accommodate fewer working hours (a minimum of 16) for the right candidate.

Salary: Hourly rate to be based on experience and most recent market rates for the role.

Benefits: Benefits include holiday pay (5.6 weeks pro-rata) and up to 2 weeks sick leave in a rolling calendar year. Crowmarsh Pre-School has an opt in pension scheme.

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



## Person Specification One to One Pre-School Assistant

	Essential	Desirable
<b>Skills, aptitude, knowledge and experience</b>	<ul style="list-style-type: none"> <li>⚙ Ability to relate well to children and adults including other professionals/carers/ Parents.</li> <li>⚙ Ability to manage multiple tasks, whilst ensuring children, colleagues, parents and carers are respected and listened to.</li> <li>⚙ Ability to communicate effectively with adults and children</li> <li>⚙ Good verbal and non - verbal communication skills</li> </ul>	<ul style="list-style-type: none"> <li>⚙ Experience of working as part of a team.</li> <li>⚙ Consistent approach with children and parents</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>⚙ 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. Enthusiasm for learning and working with children</li> <li>⚙ Caring, friendly, approachable, open, inclusive, welcoming, and personable</li> <li>⚙ Able to maintain confidentiality at all times</li> </ul>	<ul style="list-style-type: none"> <li>⚙ Reflective approach and commitment to personal development</li> </ul>