



Preschool Assistant - Job description

Fixed term contract until July 2022; variable hours 16-24 hours pw; term time only. Initially 16.5 hours pw over three days, reviewable each term.

Main Purpose of the Role

The Preschool Assistant will join the existing team which works collaboratively to create a happy, stimulating and safe learning environment where children can maximise their physical, intellectual, emotional and social potential. He/she will implement preschool policies and ensure the children's safety at all times, under the direction of the Leader/Deputy Leader.

The successful candidate will be passionate about child centred learning and committed to teaching through outdoor play-based activities and experiences and will contribute to delivering the Early Years curriculum to children between the ages of 2 & 4 years.

Work Environment

The work requires normal physical effort. It will regularly involve the lifting and handling of play equipment and other resources. The majority of the working day will be spent outside.

Main Duties

- To support the aims and objectives of the Preschool.
- To ensure the Preschool maintains a high standard of physical, emotional, social and educational care in line with the Early Years Foundation Stage welfare requirements.
- To assist with the preparation and maintenance of materials and equipment.
- To ensure high standards of hygiene and cleanliness are maintained at all times.
- To ensure confidentiality of information received.
- Liaise with parents/carers, and staff to help ensure that the particular needs of children are met and that parental choice is considered in terms of care given.
- Assist the preschool team with the efficient upkeep of the premises and maintenance/stock of equipment, furnishings and fittings.
- To attend staff meetings, planning meetings, keyperson meetings and training sessions outside working hours.
- To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Preschool Leader.

Session Duties

- Ensure children have access to outside play for the majority of the session.
- Ensure that children are involved in the tidy up process.
- Ensure that all activity areas are cleared and return items to their appropriate places.
- Assist with leading whole group sessions.
- Ensure all children leave the site safely with their parent/carer.
- To supervise wraparound sessions with the Leader/Deputy.

Key Person Duties

- Act as Key Person for specific children and their parents/carers.
- Assist key children and parents in the settling-in period.
- Liaise with other settings and agencies where appropriate.
- Make observations of key children to inform individual care and learning needs, make assessments and plan for their development and progression.
- Maintain individual records of key children.
- Share information regularly with parents/carers as required by the Preschool Leader.
- Ensure concerns about children's welfare and development are brought to the attention of an appropriate staff member for consideration.