



Tolleshunt D'Arcy Pre-school
Job Description – Pre-school Support Worker

Job Title:	Pre-School Support Worker
Responsible to:	Pre-school Manager/Deputy
Positions reporting to post holder:	None
Salary:	£9.00
Hours of work:	Hours to be flexible to meet the needs and attendance of the child but initially as follows: Tuesday, Wednesday and Thursday 9:00 am-12:00 noon Term time only

Purpose of Job

Responsible for working in a team to ensure that the pre-school provides a high standard of provision based on the needs and interests of each individual child, in a safe, fun and stimulating environment.

Safeguarding requirement

Tolleshunt D'Arcy Pre-school is committed to safeguarding and promoting the welfare of children. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding.

Main Duties:

- To directly support a child with special educational needs and disabilities on a 1:1 basis.
- To work as a team to prepare for an Ofsted inspection and implement any recommendations made following regulatory inspections.
- To provide a high quality of education and learning and offer appropriate stimulations and support to children attending the setting.
- To ensure that the welfare and safety of the children is promoted within the setting and that any child protection concerns are always appropriately acted upon immediately.
- To help ensure records are properly maintained e.g. attendance register, accident and incident book etc. and the closing checklist is completed.

- To be responsible to specific key children, to monitor their key children's progress and keep their key children's learning journeys up to date and completed to an acceptable standards and that their key children's reports and next steps are completed within deadlines set.
- To liaise closely with parents/carers, informing them about the Pre-School and its curriculum, teaching methods and practices; exchanging information about children's progress and encouraging parents' involvement.
- To liaise with the Committee, Ofsted, Children's Social Care and other professionals as necessary
- To contribute to and to help implement all pre-school policies and procedures.
- As a staff member, allow parents the opportunity to meet with their child's key person, e.g. parent evenings.
- Contribute to the SEF.
- To ensure that the session is set up appropriately and starts promptly.
- To attend or complete online training and meetings as required.
- To keep up to date with current good practice.

This post is exempt from the Rehabilitation of Offenders Act (1974) and does require a criminal records check with the Disclosure Barring Service. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.

This post requires you to:

- Complete the pre-school application form
- Provide proof of identification and relevant qualifications (details on person specification)
- Supply details of two referees (one from your most recent employer)
- Hold an enhanced CRB disclosure (to be processed when the post has been offered)

A permanent contract will be issued for this post following the completion of a satisfactory trial period of three months.

03.09.21