



JOB DESCRIPTION

Job Title	Pre-School Assistant
Grade	Band 2
Responsible to	Pre School Leader
Job Purpose	To work as a key worker and as part of the pre-school, under the direction of the Pre-School Leader. To provide safe, high quality education and care for young children.
Duties	<ul style="list-style-type: none"> • To assist with the planning of the curriculum. • To help to set up the playroom for the daily programme and to help tidy away at the end of the session. • To act as a key worker to a small group of children, liaising closely with parents/carers and ensuring each child's needs are recognised and met. • To advise the Pre-School Leader of any concerns, e.g. over children, parents or the safety of equipment, preserving confidentiality as necessary. • To teach children, offering an appropriate level of support and stimulation. • To attend staff meetings. • To attend in-service training courses and meetings as required. • To keep completely confidential any information regarding the children, their families or other staff which is learned as part of the job.
General	<ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with Line Manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. • Ensure that all duties and services provided are in accordance with the Trust's Equal Opportunities Policy. • The Trust Board of Directors are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. <p>The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>