

BISHOP CORNISH EDUCATION CENTRE



Job Description

Job Title	Pre-school Assistant
Grade	1
Responsible to	Preschool Manager and ultimately Head Teacher, Bishop Cornish School and Trustees of Bishop Cornish Education Centre
Responsible for	Providing high quality pre-school provision for children.

Main Purpose of the Job

- To be part of a team delivering provision of the highest quality for pre-school children.
- To plan and provide visionary and exciting play sessions for children in co-operation with the preschool manager, headteacher and staff of Bishop Cornish Pre School.

Main Responsibilities and Duties

- To support the preschool manager to ensure that the provision meets the required Ofsted standards and promotes continuous improvement of the highest standards.
- To promote a caring and stimulating environment that is appropriate for individual children and enables them to reach their full potential, ensuring differentiation of approach and provision.
- To plan and prepare as part of the team exciting and safe play opportunities that meet the children's developmental needs and stimulates their learning, adhering to the EYFS.
- To plan and prepare as part of a team exciting opportunities for children using the outdoors as a classroom.
- To work with the Forest Schools philosophy.
- To establish and maintain positive relationships with children and their families in a way that values parental involvement. Grade 1 £25947-£26596 pro rata

- To observe, assess and record children's development and keep accurate records of their achievements in relation to the Early Years curriculum and with regard to children's progress.
- To assist in preparing, using and maintaining relevant preschool resources, including wall displays and cleaning up the preschool after activities. To ensure that basic classroom materials are available for use.
- To provide a service that respects children's life experiences and celebrates diversity in terms of language, culture, ability, race and religion.
- To work effectively as part of a team.
- To work within the agreed framework of policies and procedures within the nursery.
- To help support students/volunteers on placement.
- To assess, monitor and record children's progress, health, behaviour and general well being as a key worker. To feed back any information (including concerns) regarding the well-being and educational needs of children to the manager of the pre-school.
- To meet with the headteacher, manager of the pre-school and other appropriate personnel on a regular basis to discuss improvements to the care practices, delivery of the curriculum and progress and concerns regarding individual pupils.
- To be aware of confidential issues linked to home/child/preschool and to ensure the confidentiality of such sensitive information.
- To encourage social integration and individual development of children. To develop methods of promoting and reinforcing children's self-esteem.
- To assist individuals and groups of children in developing knowledge, skills and attitudes as defined by the Early Learning goals. To take into account the learning support involved to aid the children to learn as effectively as possible.
- To be responsible for nursery resources and report loss/damage or low stock levels to the Preschool Manager.
- To undertake Paediatric First Aid training as required and act as a qualified First Aider on site.
- To administer minor first aid (as trained), assist in the dispensing of medically prescribed controlled drugs (as per the approved procedure) and to assist with the personal hygiene and physical needs of children with regard to health and safety as required.
- To ensure the safeguarding and promoting the welfare of each child at all times.
- To identify relevant training and development needs and share with line management.
- To undertake training as appropriate to meet any changes in standards or appropriate legal requirements as required.
- To ensure that all equipment is cleaned and left in a safe condition.
- To prepare and serve healthy snacks for children.
- To ensure that accident/incident records are completed.
- To follow all Cornwall Council's policies and guidelines, Education Centre policies and National standards.

- To be aware of and work in accordance with the preschool's child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.
 - To be aware of and adhere to applicable rules, regulations, legislation and procedures including the School's Equal Opportunities Policy and Code of conduct, national legislation (including Health and Safety, Data Protection).
 - To undertake other duties appropriate to the grading of the post as required.
 - To maintain confidentiality of information acquired in the course of undertaking duties for the pre-school.
 - To act as an ambassador for the organisation and maintain a positive image of its aims and objectives.

The above job description may be reviewed during each academic year. It may also be amended at any time but before this happens you will be given appropriate opportunities to discuss any proposed amendment.

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PERSON SPECIFICATION

PRE-SCHOOL BASED TEACHING ASSISTANT

Attributes	Essential	Desirable	How Identified
Relevant Experience	<p>Experience of the delivery of play opportunities to young children.</p> <p>Experience of working in a childcare setting.</p>	Experience of present Ofsted inspection process	<p>Application form.</p> <p>Application & Interview</p>
Education and Training	Full and relevant Level 3 qualification in Early Years Childcare and Education.	EYPP or EYT status	Application form.
Special Knowledge and Skills.	<p>Knowledge and understanding of child development</p> <p>Knowledge of legislation and health & safety requirements in relation to childcare.</p> <p>Effective communication skills</p> <p>A knowledge and understanding of child protection procedures.</p>	<p>12 hour paediatric first-aid qualification.</p> <p>Child Protection training</p>	<p>Application form & interview</p> <p>Application form & interview</p> <p>Interview</p> <p>Application form & interview</p>
Any additional factors	<p>A flexible approach and an ability to adapt to different needs and circumstances.</p> <p>Ability to work effectively as a member of a team including volunteers.</p>		Application form & interview.