



Highclare School

Achieving Individual Excellence

Qualified Pre School Assistant JOB DESCRIPTION

JOB PURPOSE:

- To prepare a safe and stimulating environment, having planned activities prepared for use in line with the Early Years Foundation Stage Guidance

DUTIES AND RESPONSIBILITIES:

- To work under the umbrella of Every Child Matters, offering all children equal opportunities with regard to their religious persuasion, racial origins, gender, disabilities, cultural or linguistic background, ensuring that each child is treated as an individual.
- To be aware of the policies and procedures regarding confidentiality, safeguarding issues and keeping up to date with the information contained in the staff handbook.
- To liaise with parents, holding regular consultations.
- To be familiar with the Health & Safety Policy and be responsible for the safety and welfare of the Children in their care.
- To attend staff meetings, INSETS, parents' evenings, Open Days and training courses as directed by the Early Years Co-ordinator
- To work in partnership with the Early Years Co-ordinator to formulate planning, ensuring it is child led.
- To have Key Person responsibility for a group of children including formulating reports etc and maintain development checks through observations and assessments
- To contribute to and maintain display work
- To adhere to the Ethos of the School:
 - To promote the agreed vision and aims of the School
 - To set an example of personal integrity and professionalism
 - Any other duties commensurate with the grade in order to ensure the smooth running of the school.
- Staff will need to work a flexible shift pattern between the hours of 7:30am and 6:00pm. Shifts will be on a rota basis and staff will be informed of these shifts in advance.
- Full Year Position.
- Staff are expected to work across both Pre-School settings (Highclare Woodfield and Highclare St Paul's)

This list is intended to be as comprehensive as possible, but is not exhaustive.

Highclare School is committed to safeguarding and promoting the welfare of its pupils. There is a legal requirement to provide satisfactory replies to List 99 enquiries which are obtained in the form of an Enhanced Disclosure from the Disclosure and Barring Service