



Highclare School

Pre-Prep Assistant (Early Years Practitioner) Job Description

Personal qualities

You will play a vital role in inspiring, engaging, and supporting children through an important stage of their development. Your goal will be to motivate them and use creative, imaginative approaches to enhance their learning. You will provide a safe and nurturing environment where children can develop their social and communication skills, while carefully observing, recording, and reflecting on their progress.

Key responsibilities

- You will be part of a team planning engaging and meaningful learning experiences that help pupils make good progress by:
- Setting clear learning objectives and selecting appropriate content for the subject and the pupils you work with.
- Designing exciting and varied activities.
- Establishing realistic but challenging targets that build on pupils' previous learning.

Identifying pupils who:

- Have special educational needs (SEN)
- Are high achievers
- Are learning English as an additional language (EAL)
- Differentiate learning effectively so that every pupil is challenged at their level of understanding.
- Include opportunities for pupils to develop their spiritual, moral, social, and cultural understanding in your activities.

Teaching and Classroom Management

- You will set high expectations for pupils' behaviour and learning by creating a positive, structured, and engaging classroom environment.
- Promote positive behaviour and maintain good discipline through engaging teaching and strong, respectful relationships.
- Create a safe, clean, and welcoming classroom where pupils feel confident to learn and take risks.
- Use teaching methods that capture pupils' interest and keep them motivated through: Exciting, meaningful learning activities
- High expectations for every pupil
- Use effective questioning, including open, closed, and follow-up questions, to deepen pupils' understanding.
- Provide regular opportunities for discussion and collaboration, helping pupils learn through talk and interaction.
- Encourage curiosity and enthusiasm for learning by sharing your own passion for the subject.
- Model positive behaviour, including good language use and strong social skills.
- Give clear explanations and demonstrations to support understanding.
- Make effective use of ICT and other resources to support learning goals.
- Help pupils connect their learning to real-life situations to make it more meaningful.
- Reflect regularly on your own teaching, using feedback and self-evaluation to continually improve your practice.



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Monitoring, assessment, recording, reporting and accountability

- Assess how well learning objectives have been achieved and use this information to improve specific aspects of teaching.
- Maintain good organisation and accurate assessments so that they offer a clear record of pupils' progress and are readily available in the pupils' Learning Journey
- Be familiar with the statutory assessment and reporting requirements and know how to prepare and present informative reports to parents.
- Understand the expected demands of pupils in relation to the expectations of the Framework for the Early Foundation Stage.

General

- Foster close relationships with parents/carers and the wider community. Assist them to support their child's learning at home.
- Present a positive image of the school at all times.

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

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • NVQ Level 3 or equivalent in childcare • Paediatric First Aid certificate 	<ul style="list-style-type: none"> • Food Hygiene certificate • Safeguarding training
Skills/Experience	<ul style="list-style-type: none"> • Excellent understanding of the EYFS curriculum principles • Understanding of child development • Ability to carry out risk assessments • Strong record keeping skills • Experience with classroom management and lesson planning • Genuine love for working with children • Proactive attitude towards safeguarding • Excellent communication with parents 	<ul style="list-style-type: none"> • Good Team player • Patience • Good communication • Good organisation • Good problem-solving skills • Empathy
Knowledge	<ul style="list-style-type: none"> • EYFS Framework 2025 • Safeguarding and welfare • Holistic development of the child • Inclusion and diversity 	<ul style="list-style-type: none"> • A knowledge and understanding of the use of a range of media to teach and assess children's progress.

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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.