

Job Description **Pre-School Teaching Assistant**

Start Date:	Asap
Responsible to:	Pre-school Leader / Headteacher
Location:	Wool CE Primary School and Pre-school
Grade:	Grade 5, SCP 4-6 (£13.05 - £13.47 per hour)
Disclosure Level:	Enhanced Disclosure & Barring Service Check

Job Purpose & Objectives

To work under the direct instruction of teaching / senior staff, usually in or near the classroom with the preschool leader, to support access to learning for pupils; and provide general support to them in the management of an individual pupil or group of pupils and the classroom who may have particular requirements or EHCP. You are required to supervise children during the lunch hour as part of the lunchtime team and may be required to work in other areas of the school.

Safeguarding

Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.

The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, online searches, Enhanced DBS check and satisfactory references.

Main Duties & Responsibilities

- Supervise and support pupils, ensuring their safety and access to learning.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Promote and reinforce the self-esteem of pupils.
- Encourage pupils to interact with others and engage in activities.
- Encourage pupils to act independently as appropriate.
- Prepare the classroom as directed for sessions and clear afterwards and assist with the display of pupils' work.
- Work with staff in the planning of work programmes for individuals and groups of pupils.
- Delivery of work programmes for individuals and groups of pupils.
- Being a key worker for specific children in the pre-school and liaise with parents/carers
- Be aware of pupil needs / progress / achievements and report to the leader as agreed.
- Undertake pupil record-keeping as requested.
- Support the leader in managing pupil behaviour, reporting difficulties as appropriate.
- Gather / report information from / to parents / carers as directed.
- Provide clerical / administrative support e.g. photocopying, typing, filing, collecting money etc.
- Prepare and maintain equipment / resources as directed by the leader and assist pupils in their use.
- Be aware of and comply with policies and procedures of the school and in particular relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Support the school's fire and emergency procedures by being familiar with the instructions for staff and children, located in all of the teaching areas, and take

appropriate action should the need arise.

- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils, including before and after school and at lunchtimes.
- Occasionally there may be a requirement to physically lift pupils for safety or care needs.
- Where necessary attend to a pupil with soiled clothing.
- Accompany other staff and pupils on visits, trips and out of school activities as required.
- Assist children in holiday club and provide suitable activities for these ages.
- Clean the tables and toilet areas when necessary.
- Additional hours may be available during holiday clubs or other school activities.

Supervisory / Managerial Responsibility

- Little or no supervisory responsibility other than assisting work familiarisation of peers and new recruits.

Communication / Contacts

- Contact with all staff and occasionally with parents and carers to pass on and receive information, advice, guidance, suggestions and ideas.
- Contact with pupils on issues which are generally not contentious but where the outcome may not be straightforward.
- The Pre-School Leader/Headteacher will arrange meetings, as needed, or as requested by the TAs, on an individual or group basis, to ensure feedback on school matters and so that any problems can be addressed.

Environment

- The post holder will be required to exert moderate physical effort, for example periods of sitting/crouching/bending to engage pupils in learning activities, and engaging pupils in play activities and specific games as necessary. Many of these activities will be at floor level.
- There may be an occasional need to move some play equipment, and physically lift pupils for safety or care needs.
- The post holder will be expected to challenge and modify behaviour of pupils.
- There will be a requirement to attend to a pupil with soiled clothing due to sickness or toileting problems.
- There will be a requirement to assist with toilet training young children and carry out intimate care.
- There is a requirement for basic cleaning to be undertaken.

Career / Salary Progression

- Professional development of the role is encouraged by the trust and the Pre-School Leader/Headteacher will undertake to arrange this, where possible, on request.

Safeguarding Responsibilities

- Be aware of who is the school's Designated Safeguarding Lead.
- To strictly follow the school's policy and procedure for safeguarding children.

NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Head of School (in consultation with the post holder) to reflect the changing work composition of the school.

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Head of School

Person Specification Pre-School Assistant

Criteria	Essential	Desirable
Qualifications:	<ul style="list-style-type: none"> • 5 GCSEs with a minimum grade C or above in English and Mathematics, or equivalent qualifications or relevant experience • Qualification in Early Years practice (e.g. NVQ 3) or working towards one 	
Experience	<ul style="list-style-type: none"> • Working with or caring for children of a relevant age in an educational setting 	<ul style="list-style-type: none"> • Supporting pupils in achieving individual targets and where appropriate, more specialised knowledge in specific curriculum areas • Working within policies, guidelines and rules to apply a range of strategies related to learning activities, behaviour and care • Appropriate knowledge of first aid or willingness to train • SEND training/ Speech & Language. This might include: PEICD Makaton PECS
Professional Knowledge	<ul style="list-style-type: none"> • Good numeracy and literacy skills • Good IT skills • Excellent evaluation and monitoring skills • Understanding of the principles of Safeguarding and how this may apply to the role 	<ul style="list-style-type: none"> • Working with or caring for children with special educational needs • Delivering individual support plans • Sound knowledge of children with complex needs.
Professional skills & abilities	<ul style="list-style-type: none"> • Able to work constructively as part of a team • Able to relate well to children and adults • Able to respond sensitively and flexibly to competing demands from pupils • Satisfactory DBS clearance (will be confirmed as part of pre-employment checks) 	<ul style="list-style-type: none"> • Use a variety of interpersonal techniques to establish supportive relationships with pupils, parents and carers
Physical skills & abilities	<ul style="list-style-type: none"> • Able to cope with personal hygiene needs and respond appropriately to pupils 	<ul style="list-style-type: none"> • Able to exert moderate physical effort; crouching or bending when working with pupils

Whilst originally based at Wool CE Primary School and Pre-School, the post holder may be required to travel to other local sites, including other CLP schools.