

**Job Title:** Preschool Assistant

**Grade:** 5

**Responsible to:** Preschool Lead/Deputy Lead

**Job Purpose:** To support the delivery of high-quality care and early learning experiences within the preschool, ensuring children are safe, supported and engaged in meaningful learning aligned to the EYFS framework.

### **Main Duties and Responsibilities:**

#### **Safeguarding and Welfare**

- Promote safeguarding and follow Keeping Children Safe in Education (KCSIE) procedures.
- Ensure children's safety and well-being at all times.

#### **Supporting Learning and Development**

- Support delivery of play-based learning activities.
- Contribute to planning and observations.
- Act as a key person where appropriate.
- Support children's communication, social development and independence.

#### **Supporting Daily Practice**

- Assist with daily routines (meals, personal care, transitions).
- Support setting up and maintaining learning environments.
- Ensure resources are safe and appropriate.

#### **Inclusion and Support**

- Support children with additional needs.
- Promote inclusive practice and positive behaviour.

#### **Partnership with Parents**

- Share information about children's progress as directed.
- Build positive relationships with families.

#### **Compliance**

- Follow all school, Trust and statutory policies.
- Maintain confidentiality and professional standards (GDPR).

#### **General**

The postholder will be required to:

- Undertake safeguarding training as required.
- Participate in CPD, meetings and training.
- Undertake any additional duties commensurate with the grade of the post.

## **SPECIAL FACTORS:**

### **Subject to the duration of the need, the special conditions given below apply:**

- a. The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
- b. Expenses will be paid in accordance with the Local Conditions of Service.

This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006. Therefore, a DBS enhanced check for a regulated activity (includes a barred list check) is an essential requirement.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Learn Academies Trust is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

## Person Specification

	Essential	Desirable	How Assessed
<b>Qualifications</b> <ul style="list-style-type: none"> <li>Minimum of Level 2 which meets the criteria for working in an Early Years setting and a willingness to work towards Level 3 (please see list of common accepted qualifications below).</li> <li>English &amp; Maths Grade 4+ (or willingness)</li> <li>Level 3 qualification Paediatric First Aid</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>App/Doc</li> <li>App/Doc</li> <li>App/Doc</li> </ul>
<b>Experience</b> <ul style="list-style-type: none"> <li>Experience working with children.</li> <li>Early years setting experience</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>App/Int/ Ref</li> <li>App/Int/ Ref</li> </ul>
<b>Knowledge</b> <ul style="list-style-type: none"> <li>Basic understanding of EYFS.</li> <li>Safeguarding awareness.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>App/Int/ Ref</li> <li>App/Int/ Ref</li> </ul>
<b>Skills/Attributes</b> <ul style="list-style-type: none"> <li>Ability and willingness to undertake professional development.</li> <li>Ability to engage children in learning</li> <li>Empathy with children and young people.</li> <li>Positive communication</li> <li>Ability to work effectively as part of a team.</li> <li>Observation/assessment skills</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>App/Int</li> <li>App/Int</li> <li>App/Int</li> <li>App/Int</li> <li>App/Int</li> <li>App/Int</li> </ul>
<b>General Circumstances</b> <ul style="list-style-type: none"> <li>Attendance - evidence of regular attendance at work.</li> <li>An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations.</li> <li>Caring, patient, reliable</li> <li>Commitment to safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>		<ul style="list-style-type: none"> <li>App/Ref/Med</li> <li>App/Int</li> <li>Ref/Int</li> <li>App/Int</li> </ul>
<b>Factors not already covered</b> <ul style="list-style-type: none"> <li>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>		<ul style="list-style-type: none"> <li>Med</li> </ul>

### Key for Person Specification:

App = Application

Form Test = Test

Int-Interview

Pre-Presentation

Med = Medical Questionnaire

Doc = Documentary Evidence (E.g., Certificates)

## Qualifications

### Level 2 qualifications

- Level 2 Early Years Practitioner
- Level 2 Certificate for the Children and Young People's Workforce
- Level 2 Diploma in Childcare/Early Years

- Level 2 NVQ in Children's Care, Learning and Development

### **Level 3 qualifications**

- Level 3 Early Years Educator
- Level 3 Diploma for the Early Years Workforce
- Level 3 NVQ in Children's Care, Learning and Development
- CACHE Level 3 Diploma in Child Care and Education
- BTEC National Diploma in Children's Care, Learning and Development
- Level 3 Diploma for Children and Young People's Workforce

