



PRESCHOOL APPRENTICE JOB DESCRIPTION

POST: Preschool Apprentice

RESPONSIBLE TO: Preschool Manager

Princess Risborough Preschool is a happy, caring environment for pupils and staff. We expect all adults and children to be treated with dignity and kindness and we work hard to build and maintain positive relationships founded on mutual respect. We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment.

This role requires you to carry out the duties and responsibilities of a Preschool Apprentice working with children aged 2 to 4 years, under the direction of the Pre-school Manager. As a Preschool Apprentice at Princess Risborough expected to:

- Maintain the positive ethos and core values of the school, both inside and outside the classroom;
 - Adhere to school policies and guidance;
 - Promote independence in learning and a Growth Mindset amongst our pupils;
 - Create a safe and positive learning environment by managing pupils' behaviour, in accordance with the school's behaviour policy;
 - Support the social and emotional development of pupils, reporting any issues when required;
 - Work with colleagues and be part of a team;
 - Have an interest in working with children with additional needs helping them access the curriculum.
 - Deliver tailored teaching activities to pupils on either a one-to-one basis or in small groups, under the direction of the Preschool Manager;
 - Keep learning journal for key children using our online programme;
 - Set up Preschool for the next day and participate in planning;
 - Look after pupils who have had accidents, need help dressing or are upset, including changing nappies and potty training;
 - Participate in the performance management system for the appraisal of your own performance.
-



PERSON SPECIFICATION

	Essential	Desirable
Qualifications		
GCSE or equivalent in English, Maths and Science		✓
Level 3 in Early years education (in line with DfE ratios)		✓
Evidence of continued professional development (CPD)		✓
Experience		
Experience of working in a primary or preschool setting		✓
Experience of teaching or working with children with SEN or specific learning difficulties.		✓
Experience of working with pupils with a wide range of needs.		✓
Experience of working with children with social, emotional and mental health difficulties.		✓
Professional Knowledge and Understanding		
Up-to-date safe-guarding training and an understanding of the issues relating to the Prevent agenda.		✓
Understand the range of factors that might drive challenging behaviour in a young child.		✓
Professional Skills and Abilities		
Willingness to work with pupils of all abilities.	✓	
Willingness to work with pupils from a range of backgrounds without judgement.	✓	
Ability to work collaboratively with colleagues.	✓	
Excellent communication skills.	✓	
Ability to manage time and work load effectively.	✓	



Personal Qualities		
A high level of professionalism and personal integrity.	✓	
A flexible and positive attitude.	✓	
A sense of humour.	✓	
Enthusiasm and creativity.	✓	
Discretion and confidentiality.	✓	
