



## Support Staff: Job Description and Person Specification

Position Title	Pre-school Practitioner
Reporting to	Headteacher
Hours	32.5
Grade/Point	C5

**This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.**

### Summary of Role:

- To work under the instruction guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the Early Years Lead in the management of pupils in the pre-school. Work may be carried out in the classroom and may take place in other areas of the school.
- This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

### Supervision Arrangements:

The Early Years Lead will take overall responsibility for the progress of pupils within the class.

### Main Duties and Responsibilities:

- To work under instruction/guidance to enable access to learning by:
- Attending to the welfare and personal care of pupils including those with special educational needs.
- Delivering pre-determined learning/care/support programmes.
- Implementing development of Early Learning Goals.
- Assisting with the planning cycle.
- Undertaking general clerical/administrative support for the Early Years Lead.

### General Duties

#### Support the Early Years Team by:

- Creating and maintaining a purposeful, orderly and supportive environment, in accordance with learning needs.
- Maintain a secure, clean classroom and outdoor environment, adhering to health and safety regulations, including child protection policies.
- Using strategies, in liaison with the team, to support pupils to achieve learning goals.

#### Registered address:

Dartmoor Multi Academy Trust  
Holworthy Training and Business Centre  
Western Road, Holworthy, Devon, EX22 6DH

01409 259 613

Company number: 11075564  
Registered in England and Wales

#### Trust governance team

[governance@dmatschools.org.uk](mailto:governance@dmatschools.org.uk)

#### Community contact

[community@dmatschools.org.uk](mailto:community@dmatschools.org.uk)

#### Recruitment and references

[recruitment@dmatschools.org.uk](mailto:recruitment@dmatschools.org.uk)

#### Media enquiries

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- Establish routines, manage behaviours, and guide children in developing social skills and independence.
- Collaborating with other early years professionals
- Following safeguarding practices and identifying signs of harm or neglect
- Staying up to date with the latest developments in early childhood education
- Providing detailed and regular feedback on pupils' achievement and progress.
- Establishing constructive relationships with parents/carers and where appropriate participating in feedback sessions with parents alongside the teacher.

#### Supporting pupils by:

- Supervising and providing particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care Programmes.
- Establishing constructive relationships with pupils and interacting with them according to individual needs.
- Promoting the inclusion and acceptance of all pupils.
- Encouraging pupils to interact with others and to engage in activities.

#### Support learning by:

- Undertaking structured and agreed learning activities and adjusting activities according to pupil responses.
- Preparing, maintaining and using equipment/resources required to meet learning needs and assisting pupils in their use.

#### Support the school by:

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person.
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop.
- Contributing to the overall ethos/work/aims of the school.
- Appreciating and supporting the role of other professionals.
- Attending relevant meetings as required.
- Participating in training and other learning activities and performance development as required.
- Assisting with the supervision of pupils at lunchtimes as required.

### **Data Protection / General Data Protection Regulations Compliance**

The Privacy Notice sets our general principles in relation to Data Protection and the General Data Protection Regulations. You should also abide all Trust policies relating to the use of data including but not limited to:

- Acceptable Use Policy
- Records Retention Policy

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- Personal Data Breach Procedure
- Employee Code of Conduct
- E-safety Policy
- Social Media Policy
- Use of Personal Devices Policy

Our Privacy Notice for Employees explains how we use your personal data.

You should note that a duty of confidentiality applies to all personal data seen prior to the first day of employment.

## Person Specification:

Criteria	Essential	Desirable
Professional Qualifications and Learning	<ul style="list-style-type: none"> <li>GCSE grade C or equivalent in English and Maths</li> <li>Level 3 Teaching Assistant qualification</li> </ul>	<ul style="list-style-type: none"> <li>First aid qualification</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Successful recent experience working with children in a school environment</li> <li>Previous school administration experience and working</li> <li>Working with school MIS</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of working with Arbor.</li> <li>Knowledge of relevant codes of practice and school policies</li> </ul>
Skills	<ul style="list-style-type: none"> <li>Proven ability to communicate effectively, verbally and in writing, at all levels</li> <li>Excellent grammatical, spelling and punctuation skills</li> <li>Ability to work on own initiative and to meet deadlines</li> <li>Strong organisational and planning skills</li> <li>Manage own time and priorities effectively</li> <li>Good working knowledge of Microsoft Office</li> <li>Reliable and trustworthy</li> </ul>	<ul style="list-style-type: none"> <li>Ability to solve problems and find creative solutions</li> <li>Calm under pressure with a flexible and adaptive approach to work</li> <li>Awareness to and commitment to equality issues</li> </ul>

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Additional	<ul style="list-style-type: none"> <li>• Ability to work effectively as part of a team and work collaboratively with parents/carers</li> <li>• Displays commitment to the protection and safeguarding of children and young people</li> <li>• Up to date knowledge and understanding of relevant legislation and guidance in relation to the protection and safeguarding of children and young people</li> <li>• A highly professional approach to their work</li> <li>• Embodies the Trust's vision and values</li> </ul>	<ul style="list-style-type: none"> <li>• Committed to personal and professional development</li> <li>• Able to manage time effectively</li> <li>• A belief in the ability of children and young people to achieve and overcome obstacles to their learning</li> </ul>
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Dartmoor Multi Academy Trust is an equal opportunity employer.

All schools in The Dartmoor Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

The successful candidate will be required to undertake an Enhanced Disclosure via the Disclosure Barring Service (DBS).

Signed:

Date:

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