

De La Salle College
Job description

JOB TITLE: Senior Pre-Reception assistant

REPORTS TO: Teacher in charge of Pre-Reception

PAY RATE: £13.73 per hour, at 1. 1. 2018

HOURS: 35 hours per week. Term-time only

JOB PURPOSE

- 1 To support the Pre-Reception teacher in the day to day running in the Early Years to include co-ordinating the provision of a caring, safe, secure and stimulating environment.
- 2 To deputise for the Pre-Reception teacher as required
- 3 To plan and deliver a range of activities based on an observation and assessment cycle for children in De La Salle Early Years
- 4 To work effectively with a staff team and school leadership to ensure planning, policies and procedures are implemented at all times
- 5 To contribute to the development of a successful, high quality childcare provision at De La Salle, ensuring that standards are met and children receive excellent quality care and education

CHILD PROTECTION

- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person.

KNOWLEDGE AND SKILL

- The postholder must have an understanding of working with young people with a range of attributes and abilities.
- The postholder must have Level 3 or Level 4 training in Early Years provision.
- Ability to manage others and show initiative where required
- Ability to follow direction and provide effective and accurate feedback

ROLE AND ACCOUNTABILITIES

- **To comply at all times to De La Salle policies, procedures and standards including health and safety, hygiene, safeguarding, inclusion, confidentiality**
- **Maintain awareness of key practices within the De La Salle Primary and College, e.g. health and safety, food hygiene, safeguarding awareness, first aid, fire drill procedures**

To deliver safe, creative and appropriate learning opportunities, under the direction of the teacher

To deputise for the Pre-Reception teacher, including the management of staff members

Maintain high-quality, appropriate resources

Liaise with Parents/carers

To enthuse the children and foster a positive attitude towards learning

- To deliver safe, creative and appropriate learning opportunities according to children's needs and interests to fulfil the requirements of the EYFS / Development Matters, and provide appropriate next steps
- To be responsible for maintaining the smooth running of the Pre-Reception in the absence of the teacher
- To follow the direction of the Pre-Reception teacher and provide support and feedback as required.
- To use and aid the implementation of systems to monitor and record child development, e.g. Tapestry
- To manage the quality of resources within the De La Salle Early Years, including maintenance of materials and equipment
- Liaise with parents/carers, other family members and staff to help ensure that the particular needs of children are met and that parental choice is considered in terms of care given
- To comply at all times to De La Salle policies, procedures and standards including health and safety, hygiene, safeguarding, inclusion, confidentiality
- Maintain awareness of key practices within the De La Salle Early Years, e.g. health and safety, food hygiene, safeguarding awareness, paediatric first aid, fire drill procedures
- To perform duties with honesty and integrity, demonstrating an approachable, friendly and professional manner
- To actively promote and support the safeguarding of children and young people in the workplace, ensuring that all staff and volunteers observe De La Salle policies and procedures to keep children safe from harm
- To actively promote and access relevant staff training and development opportunities
- To promote the high standards of De La Salle at all times to parents/carers, staff and visitors

DIMENSIONS

The postholder will work under the direction of the Teacher in charge of Pre-Reception.

The postholder will deputise for the Teacher in charge of Pre-Reception when the teacher is not on site or available.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties with the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify the reconsideration of the grading of the post.

This post requires a DBS check as there may be periods of unsupervised access to children. An Enhanced DBS and satisfactory references would be obtained prior to commencement of employment.