Greenbank Pre School

Early Years Assistant – Job Description

The purpose of this post is to assist and support the Teacher/ Manager in developing and maintaining a Pre School of excellence and to support the children’s learning and development in a warm and caring environment. This post has a particular focus on supporting a child with additional needs, much of the time will be spent with one child, but you will be working as part of the team and will have opportunities to work with the other children

In order to embody and foster the Pre School’s caring and supportive ethos and values at the heart of the community you will:

* encourage and support the emotional, social, physical, creative and intellectual development of each child
* foster a supportive and caring ethos where children and adults are encouraged to show care and respect for others
* care for the children individually, working to ensure that each child’s needs are met appropriately
* engage warmly and positively with the children and be responsive to their needs
* develop each child’s self-esteem, to listen to and respect each child’s views
* assist the children with toileting and in personal care
* follow the appropriate Pre School policies and procedures

To ensure that high standards are developed and maintained to support the delivery of an excellent service benefitting all stakeholders – the staff, children, parents and management committee - and meeting the Pre School’s commitments to the local authority and the regulatory bodies you will.

* assist in providing a safe, secure and hygienic environment for children and adults alike
* assist staff to promote play by providing a stimulating environment which is suited to the needs of each child both indoors and outdoors in line with Realising the Ambition
* assist with general duties within Pre School as directed by the teacher/manager or deputy manager
* ensure that SSSC requirements are met in respect of CPD and to keep a current and up-to-date online training log
* uphold the Codes of Practice of SSSC, and, if not already registered with SSSC, to work towards SSSC registration
* take part in, and implement, mandatory training as required by the Pre School and by the registration requirements of the SSSC, Care Inspectorate and other regulatory bodies
* be fully aware of all Greenbank Pre School policies and procedures, to implement them fully and to participate in updating these as appropriate
* take part in an annual Staff Appraisal and in the six-monthly staff review, in-service training
* and staff meeting
* attend parents evenings