

## **JOB DESCRIPTION**

**JOB PURPOSE:** To provide effective support to teaching staff to ensure the development, learning and progress of the pupils in our pre-school.

**RESPONSIBLE TO:** Headteacher  
Head of Pre Prep  
Lead nursery teacher/Deputy nursery manager

## **SUPPORT FOR PUPILS**

- Supervise and/or teach the activities of individual, groups and classes of children with differing needs to ensure their safety and facilitate their educational development, this may include planning and reporting to parents where necessary
- Supervise the activities of whole classes of children with differing needs to ensure their safety and facilitate their educational development
- Provide care, attend to children's personal needs and undertake activities necessary to meet the physical, emotional and educational requirements of individuals, groups and whole classes of children
- Provide simple first aid, when necessary, and take all reasonable measures to ensure health and safety in the classroom and other relevant areas within and outside the school premises
- Understand and uphold safeguarding responsibilities in line with KCSIE, EYFS Statutory Framework, Prevent Duty and school child protection policies.
- EYFS documentation and assessment e.g. learning journals, observation linked to EYFS 7 areas, contribute to next steps, involvement in progress reviews (where applicable).
- Provide support for SEND and contribute to inclusive practice.

## **SUPPORT FOR TEACHERS**

- Actively participate with teaching staff in the planning and preparation of the curriculum
- Evaluate pupils' progress through a range of assessment activities and monitor pupils' participation, progress and responses to learning
- Contribute to maintaining and analysing records of learners' progress
- Complete admin tasks such as photocopying and filing
- Prepare display materials and teaching resources
- Actively promote the use of ICT within the classroom.

## **SUPPORT FOR CURRICULUM**

- Understand the aims and content of teaching strategies and intended outcomes, and their place in the related teaching programme
- Understand the key factors which affect the way pupils learn.

## **SUPPORT FOR THE SCHOOL**

- Support moving the school forward through being familiar with and supporting the objectives in the SDP
- Support all school policies including those relating to managing diversity and inclusion, and promoting positive attitudes, values and behaviour
- Maintain successful relationships by treating pupils consistently with respect and consideration
- Assist in the supervision of children outside the classroom including in playgrounds, dining areas or on visits outside the school premises
- Undertake other relevant duties allocated at the discretion of the classroom teacher, headteacher or other designated supervisor
- Support school productions, eg by managing the costumes.



## **POSITION: EYFS Practitioner**

- Attend and support school events including those outside of school hours.

### **OTHER RESPONSIBILITIES**

- Attend staff meetings, training and INSET as required
- Follow health and safety procedures (e.g. risk assessments, reporting hazards).
- Participate positively in performance management and monitoring procedures.
- Undertake other relevant duties allocated at the discretion of the classroom teacher, headteacher or other designated supervisor as required.

This job description should be seen as enabling rather than restrictive and is subject to annual review.

Signed:..... Date: .....

**PERSON SPECIFICATION**

**Qualifications**

Full and relevant EYFS level 3 qualification (or above)	Essential
GCSE Maths and English grade 4 or above (or equivalent)	Essential
Paediatric First Aid Certificate (or willingness to undertake training)	Essential

**Experience**

Experience supporting children’s learning and development in line with EYFS	Essential
Experience of working with children of relevant age in an EYFS setting	Essential
Experience of working in an independent prep school	Desirable

**Skills/Knowledge**

Ability to build warm, nurturing relationships with young children	Essential
Excellent numeracy/literacy skills	Essential
Ability to use ICT effectively to support learning, communication and record keeping	Essential
Full working knowledge of relevant policies/codes of practice/legislation	Essential
Working knowledge and experience of implementing national curriculum and other relevant learning programmes	Essential
Good understanding of child development and learning processes	Essential
Understanding of EYFS statutory frameworks	Essential
Ability to improve own practice/knowledge through self-evaluation and learning from others	Essential
Excellent communication skills and ability to relate well to children and adults	Essential
An understanding of classroom roles and responsibilities and your own position within these	Essential
Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment	Essential
Ability to work effectively and collaboratively as part of a team and contribute to group thinking, planning etc	Essential
Able to motivate, inspire and have high expectations of pupils	Essential
Have an awareness of, and commitment to, equalities issues	Essential
Ability to observe, record and assess children’s learning and progress	Essential

**Personal Attributes**

Motivated, enthusiastic and flexible	Essential
Commitment to safeguarding and promoting child welfare	Essential
Warm, friendly, child-centered approach	Essential
Ability to work calmly under pressure	Essential
Reflective practitioner committed to ongoing professional development	Essential
Ability to use own initiative and work independently	Essential
Respectful, inclusive and supportive of all children and families	Essential
Upholds confidentiality and demonstrates integrity	Essential
Professional, reliable, punctual	Essential
Sympathetic to the Christian ethos of the school	Essential
Ability to fulfil the physical demands of working with young children (e.g. lifting, working outside, floor play)	Essential