



# **Barming Primary School and Belmont Pre-School** **Part of the Orchard Academy Trust family of schools**

## **Job Description:** **Pre-School Assistant**

**Overall Responsible to:** Headteacher

**Salary Scale:** KR3

**Hours:** Monday, Wednesday and Friday: 8.55am to 3.45pm  
Tuesday and Thursday: 8.55am to 12.25pm

**Line Manager:** Mrs Jane Perry

**Responsible for:** Supporting SEND/all children to develop

### **Job Purpose:**

- To work with the whole staff team to provide a safe, caring and stimulating environment for children.
- To work with and support colleagues to enhance children's education and social development with special attention being paid to fostering positive behaviour.

### **Principal Accountabilities:**

- Undertake day to day Pre-School duties to ensure high standards of care and education are maintained.
- Adhere to the Pre-School's policies and procedures to ensure that high standards are maintained within the Nursery.
- Establish informal relationships with parents / carers of the children to ensure they are engaged in the child's education and development.
- Contribute to partnership working with Pre-School staff to ensure that the children have access to appropriate activities to support their physical, emotional, social and intellectual development whilst being aware of families' ethnic, cultural and linguistic development.
- Support the work of the Pre-School Manager in providing a suitable curriculum that enables children to achieve their early learning goals.
- With other staff, contribute to the planning, observation and assessment procedures to ensure children's progress is satisfactory.
- Maintain a recording system for individual children, which enables effective storage and retrieval of information which can be shared with parents and other professionals and agencies, being aware of the confidentiality of the information contained therein.

**Staff Development:**

- To assess development and training needs and discuss with the Pre-School Manager.
- To participate fully in training and other staff development activities and keep personal records of such activities.

**Conditions**

- Pre-School Assistants will undertake any other duties which from time to time maybe required and be relevant with the post as deemed necessary by the Executive Headteacher, Headteacher or Pre-School Manager.
- The job description will be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

Two copies of this job description should be signed, the post holder retaining one and the Headteacher/Pre-School Manager the other.

Name:.....

Date:.....

Signed..... Headteacher

Signature.....

