



# Coates Primary School



## PRE-SCHOOL Assistant (including students) :JOB DESCRIPTION

**Responsible to:** Headteacher and to work in conjunction with the Deputy Headteacher and the EYFS Leader

### **Main Activities**

1. To assist the Headteacher and EYFS Leader in establishing an effective teaching and learning environment.
2. To take responsibility for the welfare and safety of all the children in our Preschool.
3. To promote positive behaviour from children and to assist in establishing good standards of behaviour throughout the preschool.

### **Supervision Received**

1. To be responsible to the EYFS leader, Headteacher and Governing Body.

### **Main Responsibilities**

1. To work closely with other members of the preschool staff to establish the highest standards of achievement, within a learning environment which reflects current excellent practice for very young children, particularly those aged 2 - 5.
2. To ensure continuity and progression in the delivery of the Early Years Foundation Stage and in accordance with the Every Child Matters Document.
3. To be an effective preschool assistant catering for the range of needs of all the children in the setting.
4. To make appropriate educational provision for children with SEN and those learning EAL with support from the SENCO.
5. To teach within the framework of present preschool policies, paying particular attention to Safeguarding, Equality and Diversity, Inclusion, Special Educational Needs and Prevent.
6. To implement the preschool policies and procedures with specific regard to Safeguarding and Health and Safety.
7. To take responsibility for planning and implementing appropriate learning experiences.
8. To plan, organise and resource a classroom environment which will facilitate children's autonomous, independent learning and enable children to maximise their full potential.
9. To establish and maintain good partnerships with colleagues, parents and carers, outside agencies and children including good home-school links.
10. To monitor children's progress, keep meaningful records under supervision of the preschool staff.

11. To communicate and consult with parents and carers and with outside agencies, as necessary about children's progress and attainment.
12. To be responsible for developing and maintaining appropriate resources and equipment, preparing the classroom indoors and outdoors and ensuring that it is safe, clean and tidy at the start and end of each session.
13. To keep abreast of the latest initiatives and to disseminate information to colleagues.
14. To maintain a high standard of display both in the classroom and other areas of the Preschool.
15. To take up the opportunity for continuous professional development through selfdirected reading, courses and in-service training.
16. Uphold the preschool's/schools and the Local Authority's Code of Conduct.
17. Support the aims and ethos of the preschool at all times, promoting these to parents and carers, and to colleagues, visitors and other professionals both in the preschool and in the wider community.
18. To set a good example in terms of punctuality, attendance, behaviour and dress code, and to support the development of the preschool's reputation and standing within the community.