

PRE-SCHOOL 1:1 SUPPORT ASSISTANT - ROMSEY MILL PRE-SCHOOL

SECTION A: JOB DESCRIPTION

1. ORGANISATION: ROMSEY MILL

ADDRESS: HEMINGFORD ROAD
CAMBRIDGE
CB1 3BZ

TEL.NO. - (01223) 213162

2. JOB TITLE: Pre-school 1:1 Support Assistant (term time)

3. RESPONSIBLE TO: Pre-school Leader

4. JOB PURPOSE: You will support the delivery of Romsey Mill's Pre-school (Care and Education) provision. You will work alongside the Pre-school Leader and the Special Educational Needs Coordinator (SENCo) to enable a designated child with additional needs to participate fully in the pre-school sessions.

5. MAIN RESPONSIBILITIES:

Delivering Pre-school Sessions

- To develop a relationship with the designated child, manage their personal needs, as necessary, and ensure the child's physical safety and well-being within the sessions.
- Support the designated individual to engage in a range of activities that encourages their intellectual, emotional, physical and spiritual development in a loving and caring atmosphere, recognising the child as an individual.
- Ensure that the designated child is working towards their targets as set out in their Individual Child Plan (ICP).
- Uphold Romsey Mill's Christian ethos and encourage the exploration of values, beliefs and traditions among children and families

Partnership with Parents

- Support and encourage parents/carers of designated child to be actively involved in the learning and development of their child.
- Maintain close daily contact with the child's parents/carers, share the ICPs and support the parents in helping their child develop and meet their targets.

Monitoring and Evaluation

- Work with the Pre-school SENCO to maintain, monitor and record the child's progress in the Early Years Foundation Stage.

- Ensure ICPs are reviewed regularly, and appropriate new targets are set.
- Assist with planning individual play activities for the designated child and the implementation and the evaluation of these activities.
- Work with the SENCO to ensure that appropriate resources and equipment is available for the designated child.

Policies and Practice

- Work within Romsey Mill's policies and procedures e.g. Health and Safety, Lone Working, Equality and Diversity and Safeguarding.
- Promote children's welfare and support Equal opportunities within Pre-school
- Ensure Health and Safety standards are maintained in all Pre-school activities

Professional Development

- Attend in-service training and team meetings as required.
- Participate in supervision sessions
- Maintain up to date knowledge of the Early Years Foundation Stage and any other relevant information regarding Early Years work

In addition to the duties set out in this job description the worker may, from time to time, be required to undertake additional or other duties as necessary within his or her capabilities and status to meet the needs of Romsey Mill.

6. SCALE AND IMPACT

The post-holder will work within the Pre-school team. They will share responsibility for ensuring that the designated child with special needs is enabled to participate fully in Pre-school sessions/activities. They will work alongside other staff and volunteers within the Pre-school.

7. DISCRETION TO ACT

The post-holder will have authority to act within the parameters set by the Pre-school Leader. The post-holder will be directly supported by the Pre-school Leader and the SENCO and indirectly by the Pre-school Coordinator.

8. ENVIRONMENT

The post-holder will be based at Romsey Mill Pre-school in Ross Street or at Hemingford Road.

9. RELATIONSHIPS

Internal –

The post-holder will work directly with the designated child within the setting. They will maintain close contact with the designated child's parents and encourage their involvement in their child's learning and play.

The post-holder will work within the Pre-school team. This team is part of a wider Romsey Mill Programme staff Team. They will be expected to meet regularly with their line-manager.

External –

The post-holder will be expected to work with other voluntary and statutory agencies locally, such as Early Years Support, SEND support staff, Health Visitor, and other appropriate professionals.

SECTION B: PERSON SPECIFICATION

1. QUALIFICATIONS

Desirable:

- A Level 2 Early Years qualification or have relevant experience of working in a pre-school or similar setting
- A relevant First Aid qualification
- Safeguarding Level 1

2. EXPERIENCE & KNOWLEDGE

Essential:

- Able to demonstrate experience of working with children and their families
- Prior experience of working in an Early Years, childcare or similar setting with 2-4 year olds and an understanding of the challenges they face
- Experience of working with vulnerable families and awareness of the issues they face
- Knowledge of child development and the Early Years Foundation Stage
- Knowledge of Safeguarding children
- Understanding of and commitment to Equal Opportunities and valuing diversity
- Knowledge of Health and Safety

Desirable:

- Experience in special educational needs and childcare.
- Knowledge of partnership working across Early Years settings

3. SKILLS & ATTRIBUTES

Essential:

- A person who is confident and articulate and is able to communicate effectively with children, parents and other workers and members of the wider community.
- A person who empathises with children who have additional needs and is able to positively support their intellectual, emotional, physical, social and spiritual development
- A person who has a genuine love of children aged 2-4 years old
- A person who is creative and can respond to issues as they arise
- A person who can work flexibly to meet the needs of a child with additional needs
- A person who acts with integrity and empathises with others
- A person who can use their own initiative but also work as part of a team
- A person who has a sense of fun
- A person who is willing and able to work within the Christian ethos of Romsey Mill
- A person who is dedicated to improving the outcomes for children and their families

SECTION C: TERMS AND CONDITIONS

1. SALARY

£9.52 per hour

2. HOURS OF WORK

The post holder will work 9 – 15 hrs across 3-5 days (9-12pm) during term time (38 weeks). There may be some additional paid hours for planning, team meetings and supervision please refer to your contract of employment for further details. There must be recognition of the need for flexibility.

3. PAID LEAVE ENTITLEMENT

You are entitled to 25 days pro rata annual paid holiday plus public holidays. Holiday entitlement increases, based on length of service. Term-time staff must take their paid holiday entitlement in weeks when their attendance is not required. Full details as given in contract of employment.

4. SICK PAY PROVISION

Romsey Mill operates a discretionary Sick Pay Scheme for employees. Full details as given in contract of employment.

5. PENSION ENTITLEMENT

Romsey Mill has a qualifying workplace pension scheme under auto-enrolment for all employees. Full details as given in contract of employment.

6. PERIOD OF NOTICE OFFERED AND REQUIRED

You are required to give half a terms notice following a probationary period. Please refer to contract of employment for full details.

7. CONDITIONS OF APPOINTMENT

The employment will be subject to satisfactory references and DBS check. This post is subject to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and (Exceptions) (Amendment) Order 1986.

8. IN SERVICE TRAINING

The person appointed will be expected to participate in In-service Training and other learning opportunities as considered appropriate by the Pre-school Coordinator, for which budgetary provision will be made.

9. MISCELLANEOUS

The Pre-school Leader will be responsible for carrying out supervisions and work reviews with the post holder