

## **PRE-SCHOOL 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 Assistant (term time)

**3. RESPONSIBLE TO:** Pre-school Leader

**4. JOB PURPOSE:** To work alongside the Pre-school Leader and Deputy Leader to support the delivery of Romsey Mill's Pre-school (Care and Education) provision, across two settings in Cambridge City. You will work with 2-3 year olds delivering early years provision that supports each child's development in line with the Early Years Foundation Stage. You will work as part of a team to provide a welcoming, enjoyable and stimulating environment for children that enhances their life chances enabling them to fully belong, positively contribute and thrive.

### **5. MAIN RESPONSIBILITIES:**

#### **Delivering Pre-school Sessions**

- Work as part of a team to plan and facilitate a stimulating, age appropriate and accessible, range of activities to encourage intellectual, emotional, physical and spiritual development in a loving and caring atmosphere, recognising the children as individuals.
- Fulfil the 'key person' responsibility in sessions and ensure that each child is working towards their Early Learning Goals.
- Support with set up and tidy up of the Pre-school room for the daily programme, and assist in general duties consistent with the job
- Ensure rooms are clean, safe and welcoming before and after sessions
- Encourage students, volunteers and parents involved in the different sessions and ensure that they have appropriate tasks and responsibilities.
- Input into support plans for children not meeting their expected levels of development.
- 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 to be actively involved in the learning and development of their child.
- Work alongside parents supporting them in the sessions with appropriate tasks and responsibilities
- Encourage the participation of parents in volunteering and fundraising activities.
- Build positive relationships with parents, informing them about the Pre-school and its curriculum, exchange information about children's progress and encourage parental involvement
- Work with the Children's Centre staff to promote the uptake of free childcare and early learning for two year olds and ensure eligible families are ready and that staff are equipped to respond to the needs of the children and families.

### **Monitoring and Evaluation**

- Be involved in session evaluations, maintaining records and monitoring the progress children make in the Early Years Foundation Stage
- Be involved in maintaining registers, accident books and other forms of relevant record keeping
- Contribute to learning journeys and two year old assessments ensuring learning and developmental milestones are recorded.
- Adhere to Ofsted monitoring requirements
- Maintain 'Key Person' records and provide information for evaluating the progress of children accessing the Pre-school

### **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, team meetings and the wider Romsey Mill Team meetings
- Be a face-to-face contact with the public, representing Romsey Mill to individuals and organisations and reflecting the Christian values of the organisation to those we serve.
- Participate in supervision sessions and be actively involved in own professional development
- Maintain up to date knowledge of the Early Years Foundation Stage and any other relevant information regarding Early Years work
- Contribute to the professional development of others through peer support, team meetings and training.

***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 Romsey Mill's Programme facilities, rooms and equipment. 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 indirectly by the Pre-school Coordinator.

## **8. ENVIRONMENT**

The post-holder will work out of Romsey Mill's Pre-school and Children's Centre and Ross Street Community Centre as needs require. Romsey Mill's main centre on Hemingford Road consists of various offices, meeting/training rooms, an arts/media suite, coffee bar, a large 'activities' hall and other amenities. The post-holder may also make use of other community facilities.

## **9. RELATIONSHIPS**

Internal - The post-holder will work alongside the Pre-school and Children's Centre Programme teams. These teams are part of a wider Programme Staff Team made up of staff across various areas of Programme work. They will be expected to meet regularly with their own line-manager. The post-holder may also be required to meet occasionally with other members of the staff team and the board of Trustees of Romsey Mill.

External - The post-holder will be expected to work with other voluntary and statutory agencies locally such as Early Years Support, Area SenCo, SenCo development workers, Early Years Foundation Stage Adviser, Health Visitor, Early Years and Childcare Services and other appropriate professionals.

## **SECTION B: PERSON SPECIFICATION**

### **1. QUALIFICATIONS**

#### Essential:

- The post-holder will hold a minimum Level 2 Early Years qualification or have relevant experience of working in a pre-school or similar setting

#### Desirable:

- GCSE's in Maths and English at grade C or above
- 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 2-3 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 are 2-3 years old and is able to positively support their intellectual, emotional, physical, social and spiritual development
- A person who has a genuine love of children aged 2-3 years old
- A person who is creative and can respond to issues as they arise
- A person who can work flexibly to meet the demands of the Pre-school setting
- A person who acts with integrity and empathises with other
- A person who is proactive in responding to the needs of children and families
- 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

Desirable:

- A person who has the confidence to lead singing and story time

**SECTION C: TERMS AND CONDITIONS**

## **1. SALARY**

£8.25 per hour

## **2. HOURS OF WORK**

The post holder will be required to work 18hrs across 4 days 8.45 – 1.15pm during term time (38 weeks). There will be up to a further 57 paid hours required across the 3 terms 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. Some evenings and weekends may need to be worked as required by the Pre-school Coordinator.

## **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. All staff have the option to join the scheme whether or not they are entitled for auto-enrolment. 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