



Registered Charity No: 1130840
School Mead, Abbots Langley, WD5 0LB
01923 274483

Job Description

Preschool Assistant (Qualified)

Job title: Preschool Assistant

Responsible to: Preschool Manager

Purpose of the job: To work as a key person and as part of the preschool team under the direction of the Leader. To provide safe, high quality education and care for young children which meets the individual needs of children attending the setting.

Main duties:

1. To assist with the planning of the curriculum using the Early Years Foundation Stage (EYFS) curriculum for guidance.
2. To help to set up the playroom(s) for the daily programme and to help tidy away at the end of the session.
3. To act as a key person to a group of children, liaising closely and building an effective relationship with parents/carers and ensuring each child's needs are recognised and met.
4. Work in partnership with parents/carers and other family members.
5. To advise the Preschool Leader of any concerns e.g. over children, parents or the safety of equipment, preserving confidentiality as necessary.
6. To teach children, offering an appropriate level of support and stimulating play experiences.
7. To ensure that children are kept safe and that you understand when to follow child protection procedures.
8. To support meal times within the setting.
9. To actively participate at team meetings, supervisor meetings and appraisal meetings.
10. To attend training courses as required and to take responsibility for your development.
11. To keep completely confidential any information regarding the children, their families or other staff acquired as part of the job.
12. To be aware of and adhere to all the setting's operational policies and procedures, e.g. health and safety, fire precautions, dropping off and collection of children, food safety, cleanliness of the setting etc.

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13. To ensure that adequate records are kept and updated regularly.
14. To promote the setting to current parents and potential customers.
15. To undertake any other reasonable duties as directed by the Preschool Leader, in accordance with the setting's business plan/objectives.

Key person responsibilities and duties:

1. Meet child and carer at Settling in session, T-shirt and New Starters Information booklet. Discuss any concerns, questions, allergies, issues that may arise. Spend a little time talking and playing with child.
2. Check birth certificate for funding purposes.
3. Use any information from the child profile that may be used to help the child settle and as a starting point to help the child progress while at Preschool.
4. Be available for the child/parent as they go through the separation process each session.
5. Begin the child's profile completing a starting point assessment within the first 3 weeks. Type of observation depending on the child's needs.
6. Use observation sheet for at least one quality observation per child per week.
7. Meet the parent/carer after 6 weeks to explain the profile, discuss any issues, ask about parent contribution to preschool, state that we have a thorough Safeguarding children policy. Parent/partnership to help the child progress. Settling in pro-forma completed.
8. Complete 2-3 year old progress check if necessary and meet with parent/carer to discuss.
9. Maintain the profile, updating the Early Years learning Goals sheet from the observations that have been made, completing at least one learning journey each half term.
10. Use this profile and the child's interests to plan the next steps for the child, completing a PLOD sheet each half term, recorded in the child's profile. Updated profile and PLOD sheet to be completed by the date of each half term review meeting.
11. Maintain open lines of communication with the parent/carer
12. Ensure particular needs/interests of the child are recorded on continuous provision sheet to inform short term planning.
13. Ensure the completed profile is handed to the manager, with a summative report at the end of the term the child leaves.
14. Raise any concerns over a child/carer with the relevant member of staff concerning: Safeguarding, Behaviour, Additional Needs and Health and Safety

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15. Work with professionals from other agencies to support the child.

NB: This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.

Person specification

Essential criteria

1. Early Years and Child care qualification.
2. Previous experience of working with young children.
3. Sound knowledge of child development for children from birth to five years.
4. Knowledge of the Early Years Foundation Stage (EYFS).
5. Knowledge of child protection procedures.
6. Good communication skills.
7. An understanding of play based approaches to children's learning and development.
8. Commitment to equal opportunities.
9. Commitment to working effectively with young children and families.
10. Friendly and flexible approach at work which facilitates the development of effective relationships.

Desirable criteria

1. A Willingness to undertake further training.

An enhanced Criminal Records Bureau (CRB) check is required for this role. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.

This job description is in conjunction with a Terms and Conditions of Employment contract.

I have read and understand the Preschool Job Description.



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

June 2015

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