



## **Pre School Assistant Job Description**

**Job Title:** Pre-School Assistant

**Responsible to:** Pre-School Manager / Early Years Leader

**Responsible for:** Agreed statutory co-ordinated area of responsibility

### **Purpose of the job:**

- To work as an active pre-school practitioner and key person within a team undertaking responsibilities stated.
- To provide high quality, safe education and care to young children.

### **Main duties:**

1. To assist with the planning of the curriculum.
2. To help prepare the setting/office for the daily programme; to help tidy away at the end of the session checking equipment for cleanliness and breakages.
3. (a) To act as a key person to a group of children, liaising closely with parents/carers and ensuring each child's needs are recognised and met;  
(b) To take part in parent consultation meetings;  
(c) To provide an individual report and documentation for each key person child as they leave pre-school.
4. To advise the Pre-school Manager of any concerns e.g. over children, parents or the safety of equipment, preserving confidentiality as necessary.
5. To teach children in accordance with the Early Years Foundation Stage, offering an appropriate level of support and stimulation.

6. To attend staff meetings and in-service training courses and meetings as required.
7. To share with the Manager any information gained from training courses.
8. To keep completely confidential any information regarding the children, their families or other staff which is acquired as part of the job.
9. To undertake any other reasonable duties as directed by the Pre-school Manager or Early Years Leader or Headteacher.