



JOB DESCRIPTION

Job Title:	Pre-School Assistant (One-to-One)
Responsible to:	Pre-School Manager (or Deputy)
Responsible for:	Assigned Individual Child
Purpose of job:	To work as part of a team providing safe and stimulating high standards of care and education to Pre-School children, with specific responsibility for providing support to an individual child with special education needs.

Responsibilities:

1. Provide support to an individual child on a one-to-one basis, liaising closely with the child's parent/carers, relevant Pre-School staff and appropriate outside agencies to ensure the child's specific needs are met.
2. Work closely with the Pre-School SEN member to ensure all relevant paperwork is up to date, including Individual Education Plans (IEPs).
3. Act as a key person and ensure the child's individual needs are identified and met.
4. Maintain up to date and accurate profile of the allocated child.
5. Assist in setting up and clearing the Pre-School each day, implementing the daily routine, and carrying out appropriate risk assessments.
6. Work as part of a team and provide support to colleagues in the general day to day functioning of the Pre-School, as directed by the Manager (or Deputy).
7. Assist in the provision of a high-quality child-centred early learning environment, support and care that meets the needs of children from different backgrounds, cultures and at different stages of development.
8. Be proactive in the setting and seek to bring new ideas and activities to enhance children's learning.
9. Communicate with staff, children and parents/carers professionally, courteously and appropriately, and ensure a professional image is always portrayed.
10. Safeguarding is everyone's responsibility, any concerns, e.g. issues relating to a child, equipment, confidentiality, resources, staffing inform the Manager/Dep.
11. Attend staff meetings and training as required.
12. Keep all information on staff, children and parents/carers secure, and ensure strict confidentiality is always maintained.
13. Understand and comply with agreed service standards, action plans, policies and procedures.
14. Be familiar with the EYFS and Ofsted guidelines and keep up to date with current legislation.
15. Undertake any other reasonable duties commensurate with the level of the post, as directed by the Pre-School Manager.