

**JOB DESCRIPTION – Pre-School Key Worker**  
St Mary's C of E Primary School, Redinnick, Penzance

**Purpose of Post**

- 1 To work as part of the pre-school team to provide safe, high quality education and care for young children
- 2 To work under the direction of the Pre-School Leader and to give support to other personnel within the Setting
- 3 To act as a Keyworker to a group of children

**Key Areas**

- Work with Children;
- Team Work;
- Liaise with Parents/carers.

**Hours of Work**

25 hours over sessions when pre school is open Monday to Friday 8:50 – 3:15

This included some lunchtime duty.

**Pay**

**D5 Cornwall Living wage £8.45**

**Responsible to**

EYFS Lead and Pre-School Leader

Head teacher

**Duties and Responsibilities**

1. To assist with the planning of the curriculum by providing safe, creative and appropriate educational opportunities for all children within an inclusive environment, preparing activities, organising programmes and arranging equipment
2. To act as a keyworker to a small group of children, liaising closely with parents/carers to ensure individual needs are met, and to be responsible for observations and record keeping relating to the progress and development of key children
3. To encourage parental involvement and support through the development of effective working relationships

4. To ensure that activities are carried out in a safe and responsible manner in accordance with statutory responsibilities, and to advise the pre-school leader of any concerns over children, equipment etc.
5. To follow all pre-school and whole-school policies, including those regarding safeguarding and confidentiality
6. To ensure that the pre-school offers the highest standards of physical and emotional care, health and safety, and personal and food hygiene at all times
7. Working creatively with children within the EY framework, as instructed by pre-school leader
8. Daily interaction with children to provide range of stimulating activities to promote all areas of learning
9. Ensuring all children have equal access to opportunities to learn and develop
10. Working with range of people including school staff, visiting professionals and agencies, parents, children and families, and visitors and student placements
11. Work requires bending, kneeling and crouching for periods of time and may also involve lifting or holding children during planned activities, and changing nappies/toileting duties.
12. Significant elements of inside and outside work, including leading outdoor learning.
13. Understanding and being able to implement inclusive practices into the setting, to ensure all children have the opportunity to learn, interact and fulfil their potential
14. Working with the pre-school leader to establish an appropriate safe and secure learning environment.
15. Promoting positive values, attitudes and good child behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging children to take responsibility for their own behaviour
16. Having a positive approach to continuous professional development
17. To actively promote and support the safeguarding of children and young people in the workplace, ensuring Setting policies and procedures are observed at all times.

#### **Pre-School Assistant - Person Specification:**

<b>Essential</b>	<b>Desirable</b>
<b>Skills, aptitude, knowledge and experience</b> <ul style="list-style-type: none"> <li>Ability to plan effective learning and care programmes either under appropriate supervision and guidance or in collaboration.</li> </ul>	<ul style="list-style-type: none"> <li>Proven experience of working with children in an early learning environment, either on placement</li> </ul>

<ul style="list-style-type: none"> <li>• Ability to work independently using own initiative.</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities</li> <li>• Ability to relate well to children and adults including other professionals/carers/parents</li> <li>• Ability to demonstrate and promote good practice in line with the ethos of the school both indoors and out doors.</li> <li>• Ability to manage multiple tasks, whilst ensuring children, colleagues, parents and carers are respected and listened to.</li> <li>• Fluent English speaker</li> <li>• Effectively communicate with adults and children</li> <li>• Good written, verbal and non verbal communication</li> </ul>	<ul style="list-style-type: none"> <li>• or in paid employment</li> <li>• Experience of working in Early Years in a school environment</li> <li>• Experience of working as part of a team</li> <li>• Ability to reflect on learning and care needs and use this knowledge to impact on children's outcomes e.g. in planning, procurement of resources, Individual Education Plans (IEPs), communication with parents</li> <li>• Experience of working with other agencies and professionals</li> <li>• Knowledge and understanding of the type of external support that is available to support children's development and how to access these services.</li> <li>• Ability to interact with children and support their involvement in physical activities and outdoor play</li> <li>• Consistent approach with children and parents</li> <li>• Experience of having kept written records of children's achievements including observations</li> <li>• Ability to promote and market the service to the wider community</li> </ul>
<b>Personal qualities</b> <ul style="list-style-type: none"> <li>• Proactive and positive team player, able to work constructively as part of a team to understand pre-school roles and responsibilities and own position within these.</li> <li>• Enthusiasm for learning and working with children</li> <li>• Caring, friendly, approachable, open, inclusive, welcoming, and personable</li> <li>• Able to maintain confidentiality at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Reflective approach and commitment to personal development</li> <li>• Able to provide consistently high levels of quality care and education opportunities to all children, in pressured and sometimes challenging environments</li> </ul>
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Willingness to participate in other development and training opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant Level 2 qualification eg. Level 2 Certificate for the Children &amp; Young People's Workforce, NVQ Level 2 in Children's Care, Learning and Development (CCLD) or equivalent qualifications</li> </ul>

	<ul style="list-style-type: none"> <li>• Completion of Safeguarding Awareness course (Group 2)</li> <li>• Training in the relevant strategies e.g. parenting and/or in particular learning areas, e.g. quality improvement, observation and record keeping, Communication, Language and Literacy, ICT, maths, etc.</li> <li>• Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation</li> <li>• Requirement to participate in training/development as and when identified by line manager as essential for performance of the post.</li> <li>• Understanding of principles of child development and learning processes and in particular barriers to learning</li> <li>• Health &amp; Safety certificate</li> <li>• First Aid certificate</li> </ul>
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This post requires an enhanced DBS and satisfactory references would be obtained prior to commencement of employment.