Early Years Classroom Assistant

**Minimum NVQ Level 6 qualification in child care**

Early applications would be appreciated.

Devonshire House Preparatory School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Devonshire House Preparatory School is an equal opportunities employer.

If the candidate has lived in a country other than the UK for a period of 3 months or more since the age of 18, a foreign criminal policy check will be required irrespective of whether they worked in those countries.

The school is divided into three sections: Early Years is for children from Nursery to Reception, the Junior School is for children from Year 1 to Year 3 and the Upper School is for children from Year 4 to Year 8. All classes from Nursery to Year 2 (P2) have a Classroom Assistant.

**Classroom Assistant for Early Years**

Classroom Assistants are generally allocated to one class, although they may be asked to supervise other classes if teachers are absent. There are also ‘floating’ assistants who support different classes depending on needs.  Classroom assistants work under the direction of the Class Teacher, who has ultimate responsibility for the class, but a degree of initiative and self motivation is expected.

ASSISTANTS DUTIES

The School day is from 8.00 a.m. until 4 p.m. (to be ready to start work/morning duty for 8.00am)

Staff are there for the pupils.  Whilst the children are in school, classroom assistants must spend their time with them:-

* Observing and assessing, record keeping for EYFS Profiles
* Hearing reading
* Reading / telling stories
* Supporting the children in their work
* Tending children who are unwell
* Ensuring the children have good manners and good toilet habits
* Helping to dress children
* Cleaning children if they have an accident
* Other tasks which can be done before the children arrive in the morning or after they leave in the afternoon:-
* Mix / pour glue / clean glue pots
* Cut paper
* Clean shelves, wash toys at the end of term
* Mix paint
* Prepare work books
* Ensure chairs and tables are cleaned at the end of term
* Wash paint pots and brushes
* Ensure toys/construction materials are clean
* Ensure sand/water trays are full/clean
* Mount and display work
* Ensure resources are tidy
* Clear up and wash down tables daily
* Maintaining outdoor provision
* Sharpen pencils – check they are always sharp
* Check puzzles to ensure they are complete
* Prepare for lessons, e.g. art and craft/reading
* Minor repairs, e.g. torn books, toys, puzzles
* Help to ensure that the classroom is tidy and attractive
* Ensure displays are tidy, i.e. replace anything which has fallen

GENERAL

* To attend to any other matters as detailed in the Staff Handbook.
* To undertake playground duties, as timetabled.
* To undertake door duties, as timetabled, if applicable.
* To attend staff meetings to discuss curriculum, pastoral and other matters when appropriate.
* To be familiar with and to follow guidelines as set out in the school staff policy documents, with particular reference to Health and Safety.
* To promote a good standard of pastoral care.
* To share in the pastoral duties on rota basis, e.g. break and lunchtime duties.
* To attend other School Events in the course of the year such as Parents Evenings, School Fairs and Carol Concerts.
* To attend courses to develop professional skills.
* To foster and maintain good working relationships, acting as a courteous, friendly and business-like member of the school team and working in a co-operative, diplomatic and flexible manner.
* To maintain good practice in terms of staff attendance, discipline and professional attitude in the school.
* To keep the Class teacher, Head, Director of Studies and Deputy Head informed of any relevant matters concerning pupils or staff.
* To work with the administrative staff in order to ensure the smooth running of the school on a day-to-day basis and on special occasions.
* To undertake such additional duties as might be reasonably requested by the Headmistress or other authorised person.
* Elements of this job description may be re-negotiated periodically.