



## **Job Description:**

### **Pre-School Early Years Assistant (Key Worker)**

**Responsible to:** Pre-School Lead

**Hours:** Pre-School term times and the extended day of wraparound care. The post holder should be able to work flexibly to cover the Pre-School core day and in addition to work flexibly to cover the extended day wrap around care from 07.15 am in the morning and to 18.15 in the evening. The work pattern across the extended day and wrap around care will be as directed by the Pre-School Lead. The Pre-School is open 38 weeks per year. The post holder is also required to be present at Open Mornings, Parents' Evenings and attend PDD.

#### **The Portsmouth Grammar School Pre-School**

The Portsmouth Grammar School is a leading co-educational school located in the historic heart of Portsmouth.

We offer outstanding care for children in a modern and well equipped Pre-School facility, enabling children to become active, independent learners within the safest of environments. We inspire learning through excellent play opportunities and a passion for bringing a rich and varied curriculum to life.

The successful candidate will hold a relevant childcare qualification to at least NVQ Level 3 and previous experience within an EYFS setting would be an advantage.

Early Years Assistants report to the Pre-School Lead.

The hours of work will vary according to the role. We welcome applications from candidates who can work flexibly to cover the Pre-School core day and in addition to cover one early and one late shift each week in our extended day wrap around care from 07.15 am in the morning and to 18.15 in the evening. The work pattern across the extended day and wrap around care will be as directed by the Pre-School Lead in accordance with a fixed rota system.

The available roles are as follows and will be discussed further at interview. Candidate are asked to indicate their preference in their application.

- **Early Years Assistant Keyworker (1 x full time 42 hours or job share (1 x 24.5 hours and 1 x 17.5 hours))**
- **Early Years Assistant Keyworker (Job share 17.5 hours per week, Mon, Tues)**
- **Early Years Assistant Keyworker (38.5 hours per week)**
- **Early Years Assistant - Toddler Group (6 hours per week, no early or late shifts, Wed, Thurs, Fri, see separate JD)**

Please note the Keyworker job share role for 17.5 hours per week (Mon, Tues) could combine with the Toddler Group role (Wed, Thurs, Fri) and be offered as one role.

### **Job Purpose**

Assist in providing a high standard of education and childcare for children aged between 2 ½ to 4 years within a stimulating and friendly environment, that is physically and emotionally secure. The welfare of children attending the Pre-School is of paramount importance.

To work as a Key Person and as part of the Pre-School team.

With guidance, adhere to the Policies and Procedures of The Portsmouth Grammar School and comply with the Children's Act, Health and Safety legislation and within the guidelines of the EYFS and ISI.

### **Duties and Responsibilities**

- Plan and implement a range of activities to meet the requirements of the Early Years Foundation Stage. Regularly monitor and evaluate the activities to suit each child's individual development needs through observations and keeping of development records using the online learning journal and any other systems within the Pre-School.
- To run wrap around care sessions in the morning and evening, either side of the core pre-school opening hours for all children attending this provision, which will include managing changing and sleep times for example. This includes 15 minutes to open the Pre-School and prepare prior to the session starting and 15 minutes after the session has ended to tidy up and close the Pre-School.
- If children have not attended their booked session and there are no children to supervise during wraparound care, then staff will use the time to complete on-going jobs in the Pre-School, as defined by the Pre-School Lead.
- To have a full understanding of the Pre-School system of record keeping and keep records of the children's development, using the Pre-School online learning journal and any other Pre-School systems as required.
- Act as a key person for a group of children, observing achievements, collating 'Learning Journeys', track progress, liaise with parents/carers and write reports. The key worker will be required to adhere to the school's report writing guidance and to ensure a good level of written English in learning journals, reports, documentation and communications with parents.
- Ensure the provision of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds and stages of development.
- To be familiar with ISI guidelines and recommendations of good practice and to assist in their implementation.
- To share in the responsibility for safeguarding and promoting the welfare of all children in the Pre-School.
- To liaise with parents and encourage their involvement in the aims of the Pre-School and all aspects of their children's care.
- To welcome parents and be the face of the Pre-School when receiving and handing over children across the range of opening hours.

- To assist in the daily domestic management of the Pre-School, including ensuring that the Pre-School is kept safe, secure and clean at all times. Be prepared to help where needed in the preparation of snack, meals, cleaning of equipment, doing laundry etc.
- Maintaining, at all times, a high standard of professional conduct and a child centred approach to the care provided in accordance with national and Pre-School policies/procedures, current legislation and the Early Years Foundation Stage.
- To attend staff meetings, Open Morning, parents evenings as and when required
- To attend training as and when required to meet the needs of Pre-School service and extend professional development.
- Have the ability to liaise and independently deal with external organisations and special needs accordingly and as required.
- To be fully conversant with fire drills and other emergency procedures and taking responsibility for the children under your care.
- Adopting a flexible and teamwork approach to work at all times including providing the necessary cover for other staff in emergency situations, etc, as directed by and within the limits of registration requirements. When necessary staying late with children after wrap around care closes, ensuring that emergency arrangements are made for them to be reunited with their parent/guardian(s).
- To implement all policies and procedures of the Pre-School
- To ensure familiarity with the school's IT systems, undertaking relevant training during PDDs and staff meetings, and to keep up to date with communications from SLT and other staff members as required.
- To undertake any other reasonable duties as directed by the Pre-School Lead in accordance with the Pre-School's plan and objectives.

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

*June 2021*