



SHREWSBURY HOUSE
PRE-PREPARATORY SCHOOL

SHREWSBURY HOUSE SCHOOL TRUST

JOB DESCRIPTION

for the post of part-time EYFS Assistant

at SHREWSBURY HOUSE PRE-PREPARATORY SCHOOL & NURSERY (SHPPS)

Job Title: EYFS Assistant part-time

Reporting to: The Deputy Head (EYFS lead) and The Head of SHPPS

Shrewsbury House Pre-Preparatory School, part of The Shrewsbury House School Trust, is a school that offers an excellent educational opportunity to both boys and girls aged between 2 and 7. This role will work in partnership with the existing Nursery team.

Primary Purpose:

To provide support for the EYFS children and staff, helping each child develop and reach their full potential.

Our EYFS Assistant should have:

- EYFS experience
- Affinity with our school values of Teamwork, Resilience, Aspiration, Care and Kindness
- A full and relevant Level 2 or above qualification
- A positive, proactive, flexible approach
- The ability to form good relationships with parents and offer them the support and reassurance they often seek in ensuring their child's needs are being met
- A good standard of verbal communication skills
- A sense of humour

Key tasks

- Minute by minute support of the children, with specific focus on our new 2-year-old provision
- Support for the staff team
- Working with individuals or small groups of children
- Promoting and safeguarding the welfare of the children whom you have contact with during the course of your duties
- Preparation of resources
- Support specialist subject staff at Forest School, Music, French and P.E. sessions
- Involvement in 'duties' across the school, including break times and lunchtime
- Liaise with parents, where necessary, to help with ongoing support and development of their children
- Attend relevant meetings with the EYFS team
- To attend regularly and contribute to all necessary assemblies, staff meetings, etc. and to attend parents' evenings and major school events when required
- To provide support for the school's wraparound care and Holiday Club programmes
- Any other reasonable project or duty assigned by the Head or other designated supervisor

Shrewsbury House School Trust

Shrewsbury House School Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

As an employee of Shrewsbury House Pre-Prep you become a part of the wider Shrewsbury House School Trust. You must:

- Support the aims and core values of the Trust and adhere to all policies and procedures
- Develop and maintain professional, productive relationships with all staff members
- Be aware of equal opportunities and to demonstrate these principles in all aspects of work
- Understand the Trust's Health and Safety Policy and to work within its guidelines;

Whilst every effort has been made to explain the main duties and responsibilities of the post, employees will be expected to comply with any reasonable request from the Head to undertake work of a similar level that is not specified in this job description.

Signed: _____
Employee

Date: _____

Signed: _____
Head

Date: _____