

St Margaret's Preparatory School

Role Profile: Early Years and KS1 Assistant

Purpose

To ensure effective support for of all pupils, helping them to develop both inside and outside the classroom.

Support teaching staff in Early Years and KS1 with the day to day delivery of the curriculum.

Support the policies and aims of the school and ensure the good social, emotional and physical development of every child.

To have an overview of the curriculum in Early Years and KS1

Key Accountabilities (6-8 max)

- To support Early Years and KS1 teaching staff from Nursery to Year 2 in the delivery of the curriculum and to ensure that support is given to pupils as needed to allow them to most effectively access the curriculum and make the best progress possible.
- Attend to pupils' personal needs including help with social, welfare and health matters, including changing nappies and first aid, in accordance with the school policies.
- Monitor and assess pupils' progress in line with schools practice and policies.
- To promote, at all times, the safeguarding of children and keep themselves up to date with current practice. To keep up to date with school and Cognita policies and initiatives. Promoting and encouraging diversity and equality in the workplace.
- To make the designated teacher for child protection aware of any concerns regarding the welfare of any pupil at the school.
- To prepare reports and attend parents' evenings and attend staff meetings as required. To liaise with parents (in consultation with the Head) regarding pupil learning issues.
- To carry out any additional responsibility negotiated with the Head.
- To role model exemplary professional conduct within the staff team.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

	Essential	Desirable
Qualifications	Cache Level 2 or equivalent	
Skills	<p>Good understanding of the EYFS and KS1 Curriculum</p> <p>Ability to work as a team member and to form good working relationships with colleagues</p> <p>Approachable, can form positive relationships with students, colleagues and members of the community.</p> <p>Good organisational skills.</p> <p>Good communication and listening skills.</p> <p>Ability to undertake tasks related to monitoring and evaluation.</p> <p>Commitment and ability to work with colleagues to improve classroom effectiveness and raise achievement</p> <p>Ability to manage students firmly, fairly and effectively.</p> <p>A willingness to become involved in the wider life of the school</p>	Competent user of ICT or willing to develop
Experience	Experience of an Early Years setting	Experience of a KS1 setting

Other	<p>Enthusiastic. Positive and determined</p> <p>Well-motivated, reliable and able to demonstrate integrity.</p>	
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Key Stakeholders:

Internal
External

Teachers, students, colleagues
Parents and external agents

Signed: **Name (print):**

Date: