



St Anthony's Catholic Primary School
An Academy School within The Catholic Academy Trust in South Hampshire



**ST ANTHONY'S CATHOLIC PRIMARY SCHOOL VISION
STATEMENT**

'Children in our heart, Christ at the centre'
'We love, we learn and we live'

Job Description - Early Years Assistant, Preschool

Reports to: Preschool Leader and Headteacher

General Duties and Responsibilities:

To support and uphold the vision, mission and aims of our Catholic school.

Duties

1. Work with individual or groups of children, assisting in ensuring pupils are experiencing rich learning experiences. This includes setting up and completing learning activities planned by the Preschool Leader for children.
2. Develop pupils' social skills in line with school policy and Early Years curriculum policies.
3. Assist in the inclusion of all children to ensure optimum benefit from teaching input which incorporates dealing with behavioural issues and supporting special learning needs.
4. Assist pupils to meet their medical, emotional and welfare requirements. This includes providing intimate care when necessary.
5. To work unsupervised with groups of children.
6. Provide feedback to teachers on pupil performance, learning obstacles and effectiveness of classroom processes and organisation.
7. Prepare displays and organise classroom equipment.
8. Deal with pupil behaviour.
9. Monitor and record pupil progress and track individual achievement.
10. Make observations and keep written records as requested by the Preschool teacher.
11. Support and work with the teacher in testing/assessment.
12. Work at a whole class level with the teacher through discussions about lesson aims, content, strategies and outcomes.
13. Undertake periodic whole class supervision in the temporary, short term absence of the Preschool teacher.
14. Work with outside agencies where necessary (e.g. speech therapists, education psychologist) according to the needs of specific pupils.
15. Carry out specific specialised responsibility (e.g. speech therapy) and support other staff in this area when needed.
16. In conjunction with the teacher, liaise with parents on pupil progress.
17. Maintain awareness of school, national and statutory policies and requirements and apply these in the work place.

You must read and understand and implement the School's Safeguarding Policy

- This job specification may be reviewed at some future date in response to the changing needs of the school or the professional/personal development of the individual concerned, and may be amended at any time after consultation.
- All duties are performed subject to consultation with the Headteacher and other staff as necessary and in accordance with Personnel Guidelines.