



BEECHWOOD SCHOOL

Job Description

<p>Post title:</p> <p>Hours of Work:</p> <p>Remuneration:</p> <p>Responsible to:</p> <p>Start Date:</p>	<p>Pre School - Assistant</p> <p>Full Time, Mon to Fri, 8am to 5:30 pm, All Year Round</p> <p>based on experience</p> <p>The Head</p> <p>Immediate start available</p>
<p>Key Purpose of the Job</p>	<p>Use knowledge and experience of Early Years and the Early Years Foundations Stage (EYFS) to provide appropriate support to pupils in relation to their individual abilities under the direct instruction of teaching staff.</p> <p>Provide general support to the teacher in the care of pupils and management of the classroom, maintaining a tidy and clean classroom. Tidying up at the end of each day.</p>
<p>Main Responsibilities</p>	<p>Support to pupils.</p> <ul style="list-style-type: none"> • Assist children in matters of personal needs • Assist children with their general health including first aid and welfare matters • Provide general support to children ensuring their safety by complying with good Health and Safety practice and all School policies • Accompany teaching staff and pupils on visits, trips and out of school activities as required • Encourage pupils to interact with others and engage in activities • To contribute to raising standards by ensuring high expectations are set for all pupils • Involvement in the inclusion of all pupils in the classroom • Involvement in the implementation of Individual Education/Behavior/Support and Mentoring plans <p>Support for the teacher.</p> <ul style="list-style-type: none"> • To communicate effectively with the class teacher • Provide structured support in accordance with specific work programs designed and supervised by individual teachers • To receive medium and short term curriculum plans and understand fully their role in implementing them successfully in the classroom

	<ul style="list-style-type: none"> Supervise individual or small groups of pupils for a particular curriculum activity or assessment under the guidance of the class teacher Assist the teacher in monitoring pupils' responses to learning activities and accurately record achievement/progress as directed <p>Support for the curriculum.</p> <ul style="list-style-type: none"> Assist the teacher in the preparation, development and implementation of the Early Years Foundation Stage curriculum, activities/materials To provide support in literacy/numeracy and SEN strategies Support the use of ICT in learning activities and develop pupils' competence and independence in its use <p>Support to the school.</p> <ul style="list-style-type: none"> To support the ethos of a school and contribute to the overall work and aims To have a friendly welcoming attitude to both children and parents Be aware of and comply with policies and procedures relating to the school with particular attention to, but not limited to, child protection, health, safety and security, confidentiality, and data protection. Report any concerns to an appropriate person Ensure all pupils have equal access to opportunities to learn and develop Liaise effectively with teachers, parents and other members of staff Attend relevant meetings as required Participate in training and other learning activities and performance development Assist with the supervision of pupils out of lesson times, before and after school and at lunchtimes Be prepared to be adaptable, to provide cover within the Pre-School for holidays and sickness, as needed. <p>All employees at Beechwood are expected to undertake additional duties as assigned by the Headteacher.</p> <p>This list is not intended to be exhaustive.</p>
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Person Specification

Alpha Schools Limited is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential	Desirable	Method of assessment
Qualifications:	Full and relevant Early Years Qualification level 2 or above	Early Years Qualification level 3 or above Bachelor's degree in relevant subject	Production of the Applicant's certificates
Experience:	Experience of supporting teacher in both the State and Independent School sectors	A minimum of 2 years' experience in an Early Years role	CV Interview

	<p>Experience of supporting teacher all subjects within a Prep environment</p> <p>Evidence of high pupil achievement from teaching.</p>		Professional references
Skills:	<p>Excellent interpersonal skills.</p> <p>Excellent written and verbal communicator.</p> <p>Competent user of ICT both in and beyond the classroom.</p> <p>Build successful and appropriate relationships with pupils, staff, parents, and the wider community.</p> <p>Confidence, commitment, and integrity.</p> <p>Maintain confidentiality.</p>	Recent professional development related to their subject area.	<p>CV</p> <p>Interview</p> <p>Professional references</p>
Personal competencies and qualities:	<p>Professional and efficient.</p> <p>Honesty and reliability.</p> <p>Hard working.</p> <p>Motivational and inspirational.</p>		<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>