

Role Profile Kindergarten Assistant

Location: Breaside Preparatory School

Function/Department: Early Years

Reporting To: Head of Early Years



What you'll be doing

Role purpose

We are looking for an Early Years Assistant to assist in providing a safe, secure, and stimulating learning environment for children. Also, to work within the standards and requirements of the Early Years Foundation Stage Curriculum in planning and assessment as well as helping children of all attainment levels achieve their full potential.

Key responsibilities

- To supervise and provide support for pupils, including those with Special Educational Needs, ensuring their safety and access to learning activities.
- To aid pupils to learn and grow happily in both group situations and independently.
- Monitor pupils' response to the learning activities and, where appropriate, adapt the activities as agreed with the Room Leader to achieve the intended learning outcomes.
- To work as part of a team in planning assessing within the current guidelines for the EYFS curriculum.
- Provide detailed and regular feedback to the Room Leader on pupils' progress, achievement and issues as appropriate.

What you will be doing

- Encourage pupils to interact with others and engage in activities.
- Establish relationships with pupils, acting as a role model.
- Create and maintain a purposeful, nurturing and supportive environment in accordance with lesson plans and assist with the display of pupil work.
- Assist in promoting the learning and personal development of the children to whom you are assigned.
- Assist the Room Leader in supporting the Early Years team, ensuring planning and assessments are completed.
- To work as a Key Worker with specified children and as part of the Early Years team, maintaining strong communication and aiding smooth transitions for children. Children in Kindergarten are aged between 2.5 years and 3.5 years.

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.

What you'll bring

Essential	Desirable
Skills • Excellent written and communication skills. • Good interpersonal skills. • Ability to keep calm under pressure. • Intermediate IT skills (including competent use of Microsoft packages). • Able to deal with children and adults with tact and sensitivity. • Able to communicate effectively at all levels. • Able to build and develop positive relationships with the wider school staff. • Confident approach to varied situations.	Skills
Qualifications • Grade A-C in GCSE English and Maths. • NVQ Level 3 Qualification in Childcare or equivalent.	Qualifications • Paediatric First Aid. • Food Hygiene & Safety.
Experience • A strong knowledge of the Early Years Foundation Stage curriculum. • Experience of delivering phonics to Early Years aged children (Jolly Phonics, Read, Write, Inc.). • Experience of working with children and being able to meet their needs. • Confident in meeting pupils' intimate care requirements.	Experience • Use of basic first aid equipment. • Understanding of regulatory compliance requirements.

Key Stakeholders you'll be working with

- **Internal:** Teachers, Senior Leaders, Colleagues, Pupils.
- **External:** Parents, Visitors.

To be signed and dated by employee:

Signed:

Name (print):

Date:

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