

## **Shepperton Pre-School**

Job Title: **Childcare Assistant** - reporting to the Manager (or Room Supervisor in matters of daily routine)

### **1. Main function of the job**

To ensure a high standard of physical, emotional, social and intellectual care and education for all children placed in the setting by implementing the daily routines of the Pre-School.

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### **2. Principal Responsibilities**

- To provide a stimulating and varied programme of play and learning opportunities.
- To ensure the safety and well being of the children.
- To undertake a Key Person role with specific children.

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### **3. Relationships**

- To work as part of a team and support colleagues.
- To encourage the participation and involvement of all parents of children attending the pre-school, and maintain an appropriate professional relationship.

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### **4. Main Tasks**

- To assist in the setting up and clearing away of all activities and equipment.
- To ensure high standards of hygiene and safety are maintained at all times.
- To be aware of and implement all Shepperton Pre-School policies, keeping up to date with any policy changes or adjustments.
- To ensure that any information received concerning the children is kept confidential at all times.
- To actively encourage all children's progress in all areas of development, types and stages of play, by interaction and extension of play activities.
- To be responsible for keeping the individual record file (Learning Journey) for each of the children in the Key Person group.
- To attend staff meetings.
- To attend training as requested/required.
- To support the work and beliefs of the pre-school by helping to create an environment that promotes open and equal opportunities for children, parents and colleagues.

September 2011

