

## **JOB DESCRIPTION**

**ROLE:** Level 3 Pre-School Play Leader

**RESPONSIBLE TO:** Pre-School Teacher

**RESPONSIBLE FOR:** Other pre-school assistant play leaders

**JOB PURPOSE:** Under the guidance of a qualified teacher, to work autonomously to lead sessions in the pre-school forest classrooms, with the support of an assistant play leader. To plan and undertake educational activities within the EYFS stage, principally aged 2-4, ensuring that children in the Early Years Foundation Stage are able to learn and achieve to the best of their ability. Responsible for a group of up to 16 children.

### **MAIN RESPONSIBILITIES:**

#### **Support for Pupils**

1. Under the guidance of the class teacher to use a range of supporting techniques to present learning tasks and curriculum content in a clear and stimulating manner in order to maintain pupils' interest and motivation and to help pupils to learn effectively through guiding, advising and feedback. This will include the effective use of ICT to support pupils' learning.
2. To assist with the pastoral care of pupils, attending to their personal and social needs as necessary and building and maintaining successful relationships with them.
3. To promote and support the inclusion of all pupils in the learning activities in which they are involved.
4. Under agreed school procedures to give first aid/medicine where necessary; follow speech therapy guidance under the direction of the appropriate specialist.
5. To assist with preparation for school visits and the supervision of pupils on such visits.

#### **Support for Teachers**

1. Under the guidance of the class teacher, deliver learning activities to individual and groups of pupils and, on occasion if required, to the whole class.
2. To assist the class teacher in planning, devising and extending appropriate educational activities. This may include contributing to the development of EHCPs and other plans. To support and work with the teacher to identify and respond appropriately to individual differences between pupils so that demanding expectations may be set and to contribute to decisions about the most appropriate learning goals.
3. To help ensure that the requirements of the Early Years Foundation Stage including arrangements for assessment and moderation are met. To assess and systematically record pupils' progress using the results of this monitoring to inform further support work and to give oral and written feedback on attainment and progress to pupils, the teacher and parents.
4. Work within the behavioural expectations of the school's policy, as appropriate to the pre-school environment.

5. To efficiently prepare, maintain and use appropriate classroom teaching materials and equipment, including organising the use of audio/visual and ICT equipment.
6. To maintain class registers and ensure that the safety of the children is maintained, in line with the school's safeguarding policies.
7. To write end of year reports for relevant children and attend parents' evenings during the school year.

### **Support for the Curriculum**

1. To maintain familiarity with the relevant requirements of the EYFS curriculum.
2. To support the teaching of literacy, numeracy or other specific curriculum areas of EYFS, and recognise and work within the school's religious ethos and values, as required and agreed with the Pre-School Teacher.

### **Support for the School**

1. To work collaboratively with colleagues as part of a professional team, in particular the class teacher, the Special Educational Needs Co-ordinator (SENCO), play leaders and other staff; working at all times within the school's policies and procedures.
2. To assist in the general efficient operation of the school, including providing cover for other staff as necessary and providing cover for teachers as directed by the Headteacher, and where necessary supervising and guiding the work of other play leaders.
3. To attend staff meetings as directed, participate in performance management arrangements and undertake training and development activities.
4. To liaise as necessary with parents and carers and with outside agencies, offering support and advice as required.
5. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
6. To undertake tasks of a similar nature and level, as directed by the Headteacher / Teacher.

## PERSON SPECIFICATION

Attributes	Essential	Preferred	Source
<b>Education/ Qualifications</b>	Full and relevant Level 3 Qualification, as defined by the Department for Education Early Years Qualification List.	A Forest School qualification	Application form / Certificates
<b>Experience</b>	Minimum of 2 years' experience of working as an early years classroom assistant or similar, within the last 5 years.	Experience of supervising others	Application form
<b>Skills/ Knowledge/ Aptitude</b>	<p>Understanding of methods of teaching and learning.</p> <p>Knowledge of and ability to contribute to the planning and development of educational activities.</p> <p>Good communication and interpersonal skills.</p> <p>Good organisational and time management skills.</p> <p>Ability to supervise others effectively.</p> <p>Ability to work collaboratively with teachers, play leaders and others.</p> <p>Ability to take responsibility and work with autonomy within set boundaries.</p> <p>Ability to use ICT to develop learning activities.</p>		Application Form / Interview
<b>Motivation</b>	<p>Willingness to undertake appropriate professional development.</p> <p>Commitment to equality principles.</p>		Interview  Interview
<b>Physical</b>	Ability to meet physical needs of pupils		Application Form / Interview
<b>Other</b>	<p>Must be fluent in English in accordance with the Immigration Act 2016</p> <p>Willingness to undertake First Aid training</p>	Current First Aid Certificate	Interview  Certificate