

Providing grass
root community
led services to real
grass root needs

38 Burnside Crescent
Langley Middleton Manchester
M24 5NN
0161 643 5775
burnsidecentre@btconnect.com
www.burnsidecentre.org.uk



JOB DESCRIPTION

JOB TITLE: Pre School Practitioner/Assistant

LOCATION: Burnside Pre-School

ACCOUNTABLE TO: Pre-School Manager and Burnside Centre Manager

ACCOUNTABLE FOR: Pre-school children, provision, students and placements

PURPOSE AND OBJECTIVES OF ROLE:

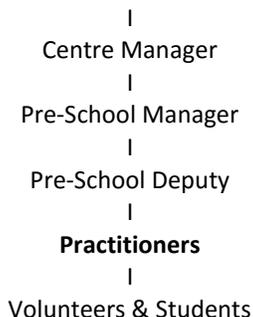
- To provide high quality educational learning opportunities and provide a stimulating environment for pre-school children.
- To fulfil legal and statutory requirements at all times.
- To supervise staff and students on a day to day basis.
- To undertake the day to day administration and implement and contribute to the group's and/or other necessary policies.
- To support, enhance and develop the aims and objectives of the Pre-School.
- To take responsibilities as and when required.

Qualification requirement: Minimum of NVQ Level 3 in Child Care required

Annual Salary: Estimate at £9,622 (Hourly rate will be £7.20 per hour)

Hours worked per week: 27.5 hours per week

Organisational chart: Burnside Management Committee



Burnside Centre is a charity registered in England and Wales
(Registration number 1145309)
Company limited by guarantee registered in England
(Registration number 07536820)

PRINCIPAL DUTIES AND REQUIREMENTS OF THE POST:

1. To take an active part in and have experience in drawing up long term, medium term and short term plans which ensure that each child is working towards early learning goals; to monitor the effectiveness of the pre-school curriculum.
2. To aid in supervision/support of volunteers and students on a daily basis.
3. To be responsible for providing a high quality of teaching and learning, ensuring that all staff are properly deployed and offer appropriate stimulation and support to the children.
4. To support the daily programme of pre-school activities and events ensuring individual needs of the children are met.
5. To create a stimulating environment that supports and promotes positive behaviour.
6. To ensure records are properly maintained and all necessary administration is kept up to date e.g. incident forms, risk assessments, accident forms and the daily register.
7. To liaise closely with parents/carers, informing them about the pre-school and its curriculum, exchanging information about children's progress and encouraging parent involvement and support.
8. To ensure the pre-school is a safe environment for children, staff and others, that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times, risk assessments are carried out and fire drills practiced regularly.
9. To ensure that the Keyworker system is used, promoted and developed.
10. To liaise with the Pre-School Manager, Centre Manager and Management Committee at regular intervals and other professionals as necessary and ensure that all legal and statutory requirements are implemented; to provide reports as and when required.
11. To implement and contribute to all pre-school policies and procedures.
12. To undertake any other reasonable duties as directed, in accordance with the standards issued by Ofsted and policies governing the Burnside Pre-School.
13. To strive for continuous professional development and take advantage of training opportunities.
14. To have sound knowledge of IT equipment and confident with software i.e. Microsoft word, emails etc.