

GREAT AYCLIFFE TOWN COUNCIL



CANDIDATE PACK

Pre-School Assistant

Closing Date: 12 Noon Monday 27th February 2023

Interviews: 9th & 10th March 2023

ST. OSWALD'S PRE-SCHOOL LEARNING CENTRE

St. Oswald's Pre-School is located in the beautiful St. Oswald's Park at Wren Close, Newton Aycliffe, Co. Durham. DL5 4BG.

We provide care and education for all children aged from 2 to 4 years 11 months, we have two buildings one of which accommodates our 2-3 year olds and a pre-school building for our 3 and 4 year olds.

Our vision is to provide a high quality service, where every child feels safe, is happy and has lots of fun, and grows in safe and secure learning environment.

We aim to:-

- provide a caring, secure and stimulating environment.
- follow the early year's foundation stage framework to give every child a sound start in life.
- be aware of social, economic, emotional, physical and special educational needs and to work with outside agencies to provide the additional resources to meet the individual needs of each child.
- work in partnership with parents and carers.

Our Pre-School team consists of highly experienced and qualified staff that provide a caring and happy environment in which children learn and develop through their play. All staff hold a minimum of Level 3 childcare qualification, a Paediatric First Aid Certificate and are in receipt of a Disclosure and Barring Service check.

Key facts about the Pre-Schools:

There are currently 8 members of staff in the Pre-Schools, which are:

Manager

Deputy Manager / SENCO

2 x Room leaders

Assistants x 4

Our ability to meet the children's needs depends on the skills and experience of the people we employ. Ensuring our staff have the skills and equipment to deliver is a critical element. All staff receive regular training in all areas of the pre-school provision. We operate a Supervision and Appraisal system for all staff, where support and training are identified.

St. Oswald's Pre-School provide provides both full and part time places, it is open from 8.45am to 3.30pm each weekday, during school term time, and accommodates 40 children at any one time in pre-school and 12 children in our Tots building. All staff are on the premises from 8.30 to 5.45pm on a Monday, and 8.30 to 3.45pm Tuesday to Friday.

We also provide flexible hours (depending on our capacity) to meet the needs of the individual families.

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PRE-SCHOOL ASSISTANTS



**Salary Band 1 (i), Scale Point 3-5 (Bar at point 4)
Starting Salary £10.79per hour (approximately £18,562 pro rata)**

**1 x permanent
1 x maternity cover**

**35.75 hours per week, Monday to Friday
8.30am – 3.45pm plus two hours planning time on a Monday evening
Term time only with retainer pay during holidays.**

St Oswald's pre-school, rated 'Outstanding' by OFSTED are looking for creative, enthusiastic staff to join our busy pre-school team in a dedicated setting within the St. Oswald's Park.

The ideal candidates will have previous experience of working with children and hold a Level 3 or higher childcare qualification, with sound knowledge of the Early Years Foundation Stage. Previous experience of working in an early years setting and experience of working with SEN children will be beneficial.

St. Oswald's Pre-School provides care and education during school term time only for children from 2 years of age.

The successful applicants must apply for a Disclosure and Barring Service check.

Application forms can be obtained by telephoning 01325 300700, e-mailing info@great-aycliffe.gov.uk or from the Council's web site www.great-aycliffe.gov.uk

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For further details or an informal discussion about the post, please contact Julie Gale on mobile 07968 379009 or by email at julie.gale@great-aycliffe.gov.uk.

Guidance Notes for the Application Process

Thank you for showing an interest in the vacancy we advertised.

Please make every effort to complete all sections. Do not send us a CV (career summary) as we will not be able to consider it. When filling in the application form, type or write clearly in black ink. This helps us with photocopying.

In the interests of economy, receipt of your application will not be acknowledged unless you enclose a stamped addressed envelope or an e-mail address.

If you have not been contacted with regard to your application within four days of the stated closing date, please assume that it has been unsuccessful.

Please check the cost of postage as some applications weigh more than the usual first or second class postage prices.

Applications should be sent to:

Great Aycliffe Town Council
Council Offices,
School Aycliffe Lane
Newton Aycliffe
Co. Durham
DL5 6QF

Applications can be e-mailed to info@great-aycliffe.gov.uk these can be signed at the interview.

Recruitment Timetable

The selection process will involve an interview which will take place at the Council Offices with the Pre-School Manager and another member of staff.

Only short listed applicants will be notified by letter.

The timetable is as follows

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For further information about Great Aycliffe Town Council, please visit the council's website at www.great-aycliffe.gov.uk

When we are recruiting our new employees we use the following documents:

Job Description

Person Specification
GREAT AYCLIFFE TOWN COUNCIL

Application Form

JOB DESCRIPTION

Job Title:	Pre-School Assistant
Responsible to:	Pre-School Manager
Salary:	Salary Band 1(i) – Scale Points 3 – 5 (pro rata) (Bar at SCP4)

Job Purpose

To ensure the effective delivery of the Council's pre-school service and maintaining the appropriate care standards, relevant legislation and educational requirements, and ratios at all times.

Main Duties and Responsibilities

Key Objectives

1. To work with the Manager in the operation of the Pre-School in accordance with the Council's policies and procedures, and all other relevant legislation.
2. To provide a high standard of physical, emotional, social and intellectual care for children in the Pre-School.
3. To work as a valued member of the team showing initiative, creativity and supporting other members of the team.
4. To take responsibility for the safety, security and well-being of all the children in your care.
5. To continue professional development through training opportunities offered and self-development.
6. To promote equality and recognise and respect diversity in all aspects of the Pre-School and to ensure the policy is adhered to at all times.

Operational

7. To be a team player, working co-operatively and with flexibility.
8. To work in collaboration with the Manager to develop, carryout and evaluate a programme of activities suitable for the age and development of the children.
9. To assist in the appropriate planning, observations and assessment within the Pre-School in accordance with the Early Years Foundation Stage, Safeguarding and Welfare Requirements and the Council's policies and procedures.
10. To seek to maintain good working relationships with parents / carers and external organisations.
11. To communicate clearly with parents / carers encouraging them to participate in the child's progress and development.

12. To observe each child's progress and report on achievements, looking for progression and continuity.
13. To participate in the 'Key Worker' systems and carry out observations on key children and short observations on all children when required. To be aware of all children in your care and their specified learning needs.
14. To supervise children at play (indoor and outdoor) and at snack times.
15. To assist in the creation and maintenance of a stimulating and attractive environment.
16. To assist with the care, maintenance and security of all equipment and toys within the Pre-school.
17. To participate in Open Days and all other publicity events.

Training and Development

18. To continue your own professional development through any training opportunities offered.
19. To attend staff meetings and training sessions as required.
20. To participate in all self-development activities, including appraisals etc.
21. To develop positive relationships with other staff working in the Pre-School.

Health and Safety

22. To maintain a high standard for health, safety and cleanliness throughout the Pre-School at all times.
23. To ensure the general cleanliness of the children at all times.
24. To be familiar with all emergency and security procedures, e.g. Fire procedures, routines for dropping off and collecting children.
25. To ensure a safe working environment for yourself, members of your team and others who may be affected by your team's activities.
26. To be aware of the learning environment and the surroundings to ensure the children are kept safe.
27. Be responsible for your own health and safety.
28. To fulfil the post holder's duties as set out in the Council's Health and Safety Policies.
29. To co-operate with the Town Clerk and other managers, so far as is necessary, to enable compliance with and fulfil the requirements of the Council's health and safety rules and legislative requirements.

Equipment and Learning Materials

28. To assist in ensuring the security of all equipment and learning materials used by pre-school staff in providing the service.

General

29. To adhere to all Council policies and procedures including attendance at meetings, preparation of reports and any other duties as required.
30. To maintain confidentiality at all times in relation to all aspects of the Pre-School.
31. Be aware of all the requirements under the General Data Protection Regulations ensuring that any personal data is stored securely, not shared and not kept any longer than necessary.
32. To undertake an annual appraisal.

Please note that the responsibilities outlined above cannot totally encompass or define all tasks which may be required of the post holder. The outline of responsibilities given above may, therefore, vary from time to time without materially changing either the character or the level of responsibility or grade.

PRE-SCHOOL ASSISTANT POST

PERSON SPECIFICATION

	Essential	Desirable	How Tested
QUALIFICATIONS	<p>Level 3 Diploma in Childcare and Education / Childhood studies or equivalent</p> <p>A positive approach to learning and gaining new skills through teamwork and training opportunities.</p> <p>A good level of education including maths and English GCSE grade C or above.</p>	<p>Early Years Foundation Degree or higher</p> <p>Current Paediatric First Aid Certificate</p> <p>Some understanding of the importance of Health & Safety and Food Hygiene in the setting.</p> <p>Safeguarding Training</p> <p>Prevent Training</p>	<p>Application form</p> <p>Original Certificate</p>
EXPERIENCE	<p>Successful experience of working in an early years setting.</p> <p>Experience of working with children on a one-to-one basis, and in small groups.</p> <p>Observations, planning and assessments</p> <p>Completion of learning journals.</p> <p>Able to communicate effectively with children and adults</p> <p>Experience of working with children who have a wide variety of educational needs.</p>		<p>Application Form</p> <p>Interview</p>

<p>KNOWLEDGE</p>	<p>Knowledge of child development Working knowledge and fully up to date with the Early Years Foundation Stage. How to support children's learning. How to support children's behaviour.</p>	<p>Special Educational Needs Safeguarding and Welfare Requirements Children Act Health and Safety</p>	<p>Application Form Interview</p>
<p>SKILLS</p>	<p>Able to contribute to a planned programme of activities suitable to the age and stage of the children. Able to make clear and relevant observations of children. Well organised and able to meet deadlines Ability to provide warm and consistent care.</p>	<p>Advisory, guiding, negotiating and persuasive skills</p>	<p>Application Form Interview</p>
<p>PERSONAL QUALITIES</p>	<p>Calmness Confidentiality Empathy Initiative Enthusiasm Team player Flexibility Honesty Reliability Trustworthy Communication Creativity Problem-Solving Organised Adaptability Time Management</p>		<p>Application Form Interview</p>