



## Job Description

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### Job Responsibilities

#### Main Role:

To support the care, development and learning of young children aged 3-5 within a pre-school setting.

#### Care and welfare:

- To deliver a high standard of learning, development and care for children aged 3-5 years.
- Assist within a team to ensure the health and safety of children in a range of settings in compliance with health and safety guidelines.
- Support children with additional support needs.
- Ensure that safety standards and emergency procedures are maintained e.g. familiarisation with fire drill and evacuation procedures.
- Supervise and assist children with personal care tasks including toileting, dressing and feeding, following the guidelines of the establishment.
- To be committed to safeguarding and promoting the welfare of children and young people.

#### Main activities:

- To provide a safe, caring, stimulating educational environment, both indoors and outdoors at all times.
- To ensure records are properly maintained, e.g. daily attendance register, accident and incident books.
- To maintain individual tracking and observation logs.
- To liaise closely with parents/carers.
- To support the work of the school by contributing to a welcoming and positive ethos.
- When requested and agreed participate and contribute positively to meetings, including parents meetings and staff meetings.
- Be a positive role model.
- Contribute to the early years team by sharing good practice and supporting new initiatives.
- To have at least one key area within Pre-school to take responsibility for.
- Provide opportunities to participate in quality adult/child interaction to promote children's development including the acquisition of literacy and maths skills.
- To plan activities which ensure each child is working towards the Early Level outcomes in Curriculum for Excellence.

#### Continuous development:

- When requested participate in the school professional development and review processes.
- When requested participate in negotiated training to support professional and personal development.
- To attend relevant training and courses out-with pre-school to enhance your continuous professional learning.

#### Terms of the Role:

Salary:	The post offers a competitive salary, depending on experience. Complimentary refreshments, including lunch, are offered during term time.
Working hours:	Term Time, Monday - Friday, 0800 - 1600
Reports to:	Deputy Head
Pension:	The School offers a workplace pension
Fee remission:	Fee remission for staff children attending Craigclowan Prep School and Glenalmond College. Reciprocal discount with many local independent senior schools for staff children after they leave us.