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***St Paul’s Community Playschool, 4a Ridley Avenue, Ealing, London, W13 9XW***

***Tel: 020 8579 9444 (office)***

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Registered Charity No: 1032274

Job Title: **Playschool Play Leader**

Responsible to: **Bri L’Hostis, Children and Families Pastor;** **Mark Melluish, Chairman of the Trustees**

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St Paul’s Community Playschool is affiliated to **St Paul’s Church Ealing**. Playschool’s doors are open to children from many different backgrounds and religions.

# St Paul’s Community Playschool (known as Playschool)

Playschool was set up in 1992 by St Paul’s Church Ealing to provide the educational, spiritual well-being and care of children age between 2 to 5 in a safe and educative Christian environment. It is currently registered by Ofsted for 23 children at each session and is open five mornings a week. The school enjoys a good reputation for its high standards with users, Ofsted, the local authority and other external agencies.

# Purpose of Role

# Playschool is an Ofsted registered establishment that complies with the current Early Years Foundation Stage (EYFS) statutory framework where the learning environment strives to provide and enable each child to develop their personal, social, emotional, intellectual, physical and spiritual potential.

# Key Working Partnerships

Children, parents/carers, Children and Families Pastor, other staff members, church colleagues.

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**Playschool Assistant Job Description**

**Main responsibilities**

Children’s learning and development

* To **lead** the staff team in the planning and implementation of the early years foundation stage (EYFS) and other national programmes/strategies to support children’s care, learning & development in the most effective way.
* To assist in creating and maintaining an environment of challenge and support where each child can flourish and learn by providing a wide and varied range of activities appropriate to the children’s age and stage of development.
* To act as a Key Person to a few designated children. To take responsibility in observing, planning, evaluating and recording children’s learning progress.
* Setting individual targets and monitoring progress and provide objective and accurate feedback on children's achievement and progress.
* Setting group targets based on the achievement and interests of different genders, age groups and other groups within the playschool.
* Working in partnership with parents, sharing this information with them to uphold and strengthen the active involvement of parents in their child’s development.

* Using your expertise to work with the team to support children’s learning through our ethos of care and high expectations.
* Supporting the children’s pastoral team at St Paul’s in outreach and discipleship initiatives inside and outside the church.

Inclusion support

* To assist children to take part as fully as possible in the daily activities on offer.
* To promote the inclusion and acceptance of all children, ensuring they have equal opportunities to learn and develop.
* Where a child’s special need is identified staff work together through a range of assessment and monitoring strategies as determined by the Children and Families Pastor/SENCO.

* To support children with special educational needs through the delivery of specific learning programmes and to write individual education plan (IEP) targets and IEP reviews.
* To carry out strategies set out by outside professionals to ensure child’s needs are met.
* To provide support for children's emotional and social needs by encouraging and modelling positive behaviour in line with school policy.

Safeguarding the health, safety and welfare of the children

* To adhere to all Playschool's Policies and Procedures, Constitution and Mission Statement.
* To maintain high standards of hygiene.
* To assist and meet the care needs of children to become independent in such self-care skills as hand washing, toileting, dressing and undressing for outside play.
* To be responsible for promoting and safeguarding the welfare of children while at Playschool.
* To assist with the general pastoral care of children, including helping children who are unwell, distressed or unsettled.
* To train to become the designated safeguarding lead.

Other roles & responsibilities

* Attend staff and planning meetings (6 per year), inset training (2 per year), cleaning sessions (6 per year) and other meetings that may be necessary.
* To prepare activities (agreed at planning meetings) prior to children arriving, ensuring that resources and equipment are available; washed and cleared away at the end of the session. To work on wall displays as agreed with staff team.
* To take part on the rota of duties such as song time, story time, outside play etc.
* To oversee the curriculum provision in the setting, ensuring that during planning meetings the team plan activities that target the children’s needs and interests.
* Maintaining the notice boards (outside and inside).
* Shared oversight of supervision.
* To help adapt and plan the development of resources necessary to lead learning activities, taking into account pupils’ interests, language and cultural backgrounds.
* Work in partnership with the children and families pastor to ensure operational efficiency, adherence to statutory requirements and health and safety matters.
* To take over managerial and administrative duties and oversight of the playschool throughout the year, with a full handover in July 2020.

Personal training & development

* To maintain and undertake training to update skills as appropriate which will support, consolidate and assist in the effective delivery of the EYFS and add to a growing sense of personal achievement and professionalism.

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