

Key Result Area Job Description

Job Title: Playgroup Assistant
Reports To: Playgroup Manager

Department: Tiger Tots
Location: Tiger Tots

Overall Purpose: To provide a friendly and professional programme of activities suitable for children aged 5 years and under. To ensure the safety development of the children, and to keep accurate and informative records of professional observations and of their achievements.

Key Result Areas

KRA 1: Duties and responsibilities

- To contribute to our high standards of physical, emotional, social and intellectual growth and care of the children.
- To contribute and supervise a programme of activities suitable to children 5 years and under, with different abilities.
- To ensure children are kept safe through implementing safeguarding practices and procedures throughout your duties.
- To keep accurate and up to date records of your professional observations, and the children's personal achievements and developments for your key children, which are also suitable and beneficial for their parents or carers.
- To work with the parents of any SEND children to ensure full integration, and continued development.
- To liaise with, and support, parents and carers with the educational development of their children.
- To attend out of working hours activities including training, staff meetings, parents evenings, and children's parties.
- To help with relevant domestic jobs such as cleaning of equipment, preparing snacks etc.
- To record any accidents accurately and timely in the accident book, ensuring the manager is fully informed and has signed the accident report before the parent receives it.
- To respect the confidentiality of information received and prepared.
- To ensure mealtimes have a pleasant and social atmosphere.
- To provide comfort and warmth to children who are upset or unwell, ensuring safeguarding is maintained throughout.
- To clean and change children as required.
- To ensure provision and inclusion to all children, regardless of ability, social, cultural or religious background, or developmental stage.
- To uphold the high standards of the Trust, and to follow its policies and procedures at all times.

KRA 3: Whole school

- To be a fully integrated member of the Trust's staff, and as such, have responsibility for working to agreed Trust policies and procedures.
- To have awareness of Trust and statutory frameworks that directly impact on their role, and relationship with staff and students.
- To develop and maintain appropriate relationships with students in the capacity of the role
- To develop positive relationships with colleagues by working effectively as a member of the Trust team.
- To develop and maintain relationships with relevant parents in the capacity of the role
- To develop and maintain relationships with other professionals
- To undertake ad hoc tasks as requested by members of the SLT and direct line manager.
- To undertake First Aid duties if required.