



## **JOB DESCRIPTION**

NOOR UL ISLAM PRE-SCHOOL

PRE-SCHOOL SUPPORT WORKER

Responsible to: SENCO / Assistant Manager / Manager  
Responsible for: N/A  
Location: 717 – 723 High Road, Leyton, London. E10 5AB

Purpose of the job:

To work as part of the pre-school team under the direction of the pre-school SENCO and manager, to provide safe, high quality education and care for children in line with their SEND plans.

### **MAIN DUTIES**

To maintain and uphold the confidential nature of all pre-school matters, records and documents, especially those relating to children and fellow staff members.

To read, revise and implement all pre-school policies and procedures in the appropriate situations.

To work closely with any allocated children, develop a trusting relationship with them and support their key person(s) to provide developmentally appropriate experiences for them.

To work towards inspiring each child to achieve excellence in Islamic conduct and social skills according to their ability.

To assist with the planning of the curriculum for specific children.

To help set up the pre-school hall for the daily programme and to help tidy away at the end of the session.

To act as a cover for any absent key persons/assistants if requested.

To encourage children to read all the correct du'as at the appropriate times.

To support key persons in collecting observations and working on individual learning plans for any allocated children.

To advise the line manager of any concerns e.g. over children, parents or the safety of equipment, preserving confidentiality as necessary.

To teach children, offering the appropriate level of teaching according to their individual ability.

To attend in-service training courses and meetings as required.

To undertake any other reasonable duties as directed by the pre-school assistant manager, SENCO, or manager, in accordance with the pre-school's business plan and objectives.



**PERSON SPECIFICATION**

Essential Criteria: Full and relevant Level II in Childcare or equivalent  
Experience working with 3-5 year olds

Desirable Criteria: Experience working with SEND children in the Early Years  
Relevant SEND qualification / training  
Paediatric First Aid qualified  
Safeguarding awareness training.