



## **JOB DESCRIPTION**

NOOR UL ISLAM PRE-SCHOOL

### **KEY PERSON**

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

### **Purpose of the job:**

To work as a key person and as part of the pre-school team under the direction of the pre-school manager and assistant manager to provide safe, high quality education and care for young children.

### **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 act as a key person for up to 16 children, liaising closely with parents/ carers and ensuring each child's needs are recognised and met.

To maintain and organise key children's files and observations in a proper and systematic order.

To teach, and promote children's development in accordance with individual interests and ability; implementing individual education plans or behaviour management plans where appropriate.

To write summative assessments for each key child at regular intervals, sharing these with parents.

To assist with the planning of the curriculum, ensuring there are plenty of varied opportunities for children to learn through play.

To help to set up the play hall for the daily programme and to help tidy away at the end of the day.

To work towards inspiring each child to achieve excellence in Islamic conduct and social skills according to their ability by acting as a role model.

To encourage children to read all the correct du'as at the appropriate times and help them learn short surah's.

To introduce children to the pillars of Islam and support them to understand what they mean.

To teach children about Allah (swt) and His creations and His Prophets.

To organise and spend adequate time on individual coordinator duties.



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

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

To undertake any other reasonable duties as directed by the Pre-School Manager, in accordance with the pre-school's business plan and objectives.

## **PERSON SPECIFICATION**

### **Qualifications**

Essential: A full and relevant level 3 qualification  
A satisfactory enhanced DBS check which confirms suitability to work with children

Desirable: A relevant level 4 qualification or above  
Safeguarding Training  
SEN awareness training  
Paediatric First Aid  
Food Hygiene Level 2

### **Experience**

6 months previous experience working with early years children in a key person role

### **Knowledge**

Sound knowledge and understanding of the current EYFS and all of its requirements  
Understanding of child development and the developmental needs of early years children  
Understanding of what learning through play means and how to apply it in practice  
Understanding of child-centred learning  
Knowledge of how to safeguard children and child protection procedures  
Knowledge of what inclusion is  
Willingness to upgrade qualifications and attend training courses  
Understand equality and diversity issues

### **Commitments**

Must be committed to the development of young children and their families  
Must treat children as individuals and with equal concern  
Must foster good relationships with parents and develop good parent partnership  
Commitment to attend training courses to develop practice  
Be committed to work as a team, including having good communication skills, showing respect, and developing good personal relationships.

### **Abilities**

The post holder will need to be able to:  
Write clear and concise reports for parents, managers, and external agencies  
Work well with children, teaching them through play and their interests; adapting their practice to suit children's individual needs  
Observe children effectively, analyse the observations and plan for the children's progress  
Contribute to the pre-school's short term, medium term and long term plans  
Work in partnership with parents, keeping them updated on their children's progress and encouraging their involvement  
Able to work calmly under pressure  
Demonstrate professionalism  
Communicate effectively with a range of people.