

## Job Description for Jigsaw Assistant – Supply cover

**Role:** Jigsaw Pre-School Assistant at Holy Trinity Claygate (HTC)

**Employed by:** Claygate Parochial Church Council (The PCC)

**Responsible to:** The Jigsaw Manager

**Summary:** To work, as part of the Jigsaw staff team, on an occasional basis during the morning session. The assistant will support the learning through play curriculum and assist as required with the personal care & needs of the individual children.

Jigsaw pre-school is open weekday mornings, the paid session runs from 9.00am – 1.00pm, children arrive at 9.15am and leave at 12.30pm.

### Primary Responsibilities

Duties will vary from session to session, but essentially responsibilities will include the following:

- Setting up and clearing away equipment for the morning session
- Helping with the preparation of educational activities
- Delivering the planned learning activities and evaluating their effectiveness in delivering aims and objectives
- Following the agreed programme of activities
- Assisting children in their personal care as necessary
- Reporting any concerns you may have regarding a child to the Supervisor or Manger
- Being responsible for a group of children
- Maintaining confidentiality of all matters concerning the children, parents and affairs of the pre-school
- Performing any other duties as deemed necessary by the Jigsaw Manager.
- Gain a working knowledge of the Early Years Foundation curriculum and policies of the pre-school

## Person Specification

Qualifications	GCSE in English and Maths or equivalent	Essential
	NVQ level 3 in pre-school practice or equivalent	Desirable
Experience	Previous experience of working with pre-school children	Desirable
	Of profile development in Foundation curriculum	Desirable
Knowledge	Understanding of the Foundation curriculum	Desirable
	Understanding of Health and safety issues relating to work with children	Essential
	Understanding of safeguarding issues when working with children	Essential
Skills	Ability to communicate effectively with children & adults	Essential
	Computer literate Working knowledge of e.g. word, e-mail, internet	Desirable
Learning and development	Articulates desire to undertake further study relevant to Early Years e.g. NVQ level 3	Essential
Other skills	Ability to work flexibly	Essential

### Training and Development

As a church we are committed to the appropriate development of every team member. Funding will be provided for appropriate training and development.

Staff in substantive posts are required to have or be working towards a NVQ level 3 in pre-school practice or equivalent.

### Conditions of Employment

The applicant will need to have Enhanced CRB Disclosure to take up this post.

**Salary:** sessional rate £26 payable via payroll

We are looking for a number of applicants who could be contacted, sometimes at short notice, to cover a single or series of sessions. Supply staff have the right to turn down any requests to work without detriment to their chances of being contacted again

### Application Details

For an informal chat on the above position please contact Jenny Wilkinson

To apply please download a copy an application form from the Holy Trinity Claygate website or contact Brian Howells on [brian.howells@holytrinityclaygate.org.uk](mailto:brian.howells@holytrinityclaygate.org.uk)