

# LITTLE SWANS PRE-SCHOOL DAWLISH

Little Swans Pre-School  
The Bungalow  
First Avenue  
Dawlish  
EX7 9RA

## 1:1 SUPPORT WORKER

Responsible to: Setting Manager.

Purpose of job: To work as a support works and as part of the pre-school team under the direction of the setting manager to provide safe, high quality education and care for young children.

### MAIN DUTIES

1. To assist with the planning of the curriculum
2. To help set up the playroom for the daily programme and to help tidy away at the end of the session
3. To act as a key worker to a one child and keep their folders up to date
4. Liaise closely with parents/carers to ensure the child's needs are recognised and met
5. To encourage the participation and involvement of the parents of the child attending the pre school.
6. To advise the setting manager of any concerns over the child, parents or the safety of equipment preserving confidentiality as necessary
7. To teach the child, offering an appropriate level of support and stimulation
8. To attend staff meetings
9. To attend in-service training courses and meetings as required
10. To keep completely confidential any information regarding the children, their families or other staff which is learned as part of the job
11. To work as part of the team and support.
12. To be flexible with the working practices of the pre-school.
13. To comply with the requirements of the General Data Protection Regulation

**This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed by the setting manager. The post holder is also expected to be flexible and adaptable in their approach to fulfilling their duties.**

*NB: This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have or any orders which have been made against them.*