



# **ST OSWALD'S PRE-SCHOOL PRE-SCHOOL ASSISTANT & SEN PRE-SCHOOL ASSISTANT**



## **Candidate Information Pack**



## Great Aycliffe Town Council

The Town Council have over 70 employees and 30 Councillors, all working to support a variety of services across the Parish of Great Aycliffe, including:

- The OakLeaf Sports & Golf Complex
- 13 parks and play areas
- Free annual events including a firework display, Christmas Eve Santa Tours, summer 'Fun in the Parks' and Pensioners Excursions
- Green open spaces and nature reserves
- St Oswald's Pre-School
- 5 allotment sites and poultry, pigeon and bee-keeping plots
- 2 cemeteries
- 3 sports pitches

We take pride in providing these valuable services within the local community.





## The Vacancies

### **Are you passionate about creating magical moments for young children?**

If you're a playful and energetic individual with a heart for inspiring children's young minds, we invite you to join our dynamic nursery team!

We are looking for two fun and engaging practitioners (one Pre-School Assistant and one SEN Pre-School Assistant), who do not mind getting messy, whether this be in our grand art studio, painting and exploring our slime tray or in our mud kitchen making mud pies and potions with our children. Our children love to sing, dance and make lots of noise, therefore practitioners applying should be aware that this is not a quiet nursery. It is a nursery full of laughter, music and loud noises!

Two caring practitioners who have a genuine love and passion for working with children and who will help us create a nurturing environment for them on their journey at St Oswald's are required. You will need to be a strong communicator, work well within a team, be enthusiastic and good at multi-tasking.

The SEN Assistant should also be able to manage children with high level needs and challenging behaviour, communicate effectively, have knowledge of carrying out support plans, targets and developmental journals, have good communication skills with parents and professionals and some understanding of strategies for managing children's individual needs and know how to implement them.

#### **Salary Scale 1(i) 3-5 Salary Point 3 bar at SCP 4**

**£24,796 - £25,185 per annum (£12.85 - £13.05 hourly rate)**

**To start Wednesday 3<sup>rd</sup> September 2025, fixed term until 17<sup>th</sup> July 2026**

**Term-time with holiday / retainer pay (as appropriate) during school holidays**

**35.75 hours per week per week Monday to Friday**

**8:30am - 3:45pm plus two hours planning on a Monday evening**

St. Oswald's Pre-School is an Ofsted rated 'Outstanding' facility, providing care and education during school term-time only, for children from 2 years of age.

**MAKE A DIFFERENCE – WORK FOR YOUR LOCAL COUNCIL**



The roles will be based across both the pre-school room (ages 3-4) and the 'tots' room (ages 2-3) where required.

Applicants **must hold a Level 3 Diploma or higher childcare qualification**, with sound knowledge of the Early Years Foundation Stage and have previously worked in an early years setting. Experience of working with SEN children is preferred, and for the SEN assistant post this is essential.

A current Disclosure and Barring Service check will be required for this post.

Please note CVs will not be accepted. Application forms can be obtained by telephoning 01325 300700, e-mailing [info@great-aycliffe.gov.uk](mailto:info@great-aycliffe.gov.uk) or from the Council's website [www.great-aycliffe.gov.uk/jobs](http://www.great-aycliffe.gov.uk/jobs)

**Closing Date: Sunday 24<sup>th</sup> August 2025**

For further details or an informal discussion about the post, please telephone Julie Gale, Pre-School Manager on 07968 379009.



## Job Description

**Job Title:** SEN Pre-School Assistant  
**Responsible to:** Pre-School Manager  
**Salary:** Salary Band 1(i) Scale Points 3 – 5 (Bar at SCP4)

### Job Purpose

To ensure the effective delivery of the Council's pre-school service and maintaining the appropriate care standards, relevant legislation and educational requirements, and ratios at all times.

### Main Duties and Responsibilities

#### Key Objectives

1. To work with the Manager in the operation of the Pre-School in accordance with the Council's policies and procedures, and all other relevant legislation.
2. To provide a high standard of physical, emotional, social and intellectual care for children in the Pre-School.
3. To work as a valued member of the team showing initiative, creativity and supporting other members of the team.
4. To take responsibility for the safety, security and well-being of all the children in your care.
5. To continue professional development through training opportunities offered and self-development.
6. To promote equality and recognise and respect diversity in all aspects of the Pre-School and to ensure the policy is adhered to at all times.



## Operational

7. To be a team player, working co-operatively and with flexibility.
8. To work in collaboration with the Manager to develop, carryout and evaluate a programme of activities suitable for the age and development of the children.
9. To assist in the appropriate planning, observations and assessment within the Pre-School in accordance with the Early Years Foundation Stage, Safeguarding and Welfare Requirements and the Council's policies and procedures.
10. To seek to maintain good working relationships with parents / carers and external organisations.
11. To communicate clearly with parents / carers encouraging them to participate in the child's progress and development.
12. To observe each child's progress and report on achievements, looking for progression and continuity.
13. To participate in the 'Key Worker' systems and carry out observations on key children and short observations on all children when required. To be aware of all children in your care and their specified learning needs.
14. To supervise children at play (indoor and outdoor) and at snack times.
15. To assist in the creation and maintenance of a stimulating and attractive environment.
16. To assist with the care, maintenance and security of all equipment and toys within the Pre-school.
17. To participate in Open Days and all other publicity events.



### Training and Development

18. To continue your own professional development through any training opportunities offered.
19. To attend staff meetings and training sessions as required.
20. To participate in all self-development activities, including appraisals etc.
21. To develop positive relationships with other staff working in the Pre-School.

### Health and Safety

22. To maintain a high standard for health, safety and cleanliness throughout the Pre-School at all times.
23. To ensure the general cleanliness of the children at all times.
24. To be familiar with all emergency and security procedures, e.g. Fire procedures, routines for dropping off and collecting children.
25. To ensure a safe working environment for yourself, members of your team and others who may be affected by your team's activities.
26. To be aware of the learning environment and the surroundings to ensure the children are kept safe.
27. Be responsible for your own health and safety.
28. To fulfil the post holder's duties as set out in the Council's Health and Safety Policies.
29. To co-operate with the Town Clerk and other managers, so far as is necessary, to enable compliance with and fulfil the requirements of the Council's health and safety rules and legislative requirements.



### Equipment and Learning Materials

30. To assist in ensuring the security of all equipment and learning materials used by pre-school staff in providing the service.

### General

31. To adhere to all Council policies and procedures including attendance at meetings, preparation of reports and any other duties as required.
32. To maintain confidentiality at all times in relation to all aspects of the Pre-School.
33. Be aware of all the requirements under the General Data Protection Regulations ensuring that any personal data is stored securely, not shared and not kept any longer than necessary.
34. To undertake an annual appraisal.

Please note that the responsibilities outlined above cannot totally encompass or define all tasks which may be required of the post holder. The outline of responsibilities given above may, therefore, vary from time to time without materially changing either the character or the level of responsibility or grade.





## Person Specification

	Essential	Desirable	Test
<b>QUALIFICATIONS</b>	<p>Level 3 Diploma in Childcare and Education / Childhood studies or equivalent.</p> <p>A positive approach to learning and gaining new skills through teamwork and training opportunities.</p> <p>A good level of education including maths and English GCSE.</p>	<p>Early Years Foundation Degree or higher</p> <p>Current Paediatric First Aid Certificate</p> <p>Some understanding of the importance of Health &amp; Safety and Food Hygiene in the setting</p> <p>Safeguarding Training</p> <p>Prevent Training</p>	<p>Application form</p> <p>Original Certificate</p>
<b>EXPERIENCE</b>	<p>Successful experience of working in an early years setting.</p> <p>Experience of working with children on a one-to-one basis, and in small groups.</p> <p>Observations, planning and assessments.</p> <p>Completion of learning journals.</p> <p>Able to communicate effectively with children and adults.</p> <p>Experience of working with children who have a wide variety of educational needs.</p>		<p>Application Form</p> <p>Interview</p>



<b>KNOWLEDGE</b>	<p>Special Educational Needs.</p> <p>Knowledge of child development.</p> <p>Working knowledge and fully up to date with the Early Years Foundation Stage.</p> <p>How to support children's learning.</p> <p>How to support children's behaviour.</p>	<p>Safeguarding and Welfare Requirements</p> <p>Children Act</p> <p>Health and Safety</p>	<p>Application Form</p> <p>Interview</p>
<b>SKILLS</b>	<p>Able to contribute to a planned programme of activities suitable to the age and stage of the children.</p> <p>Able to make clear and relevant observations of children.</p> <p>Well organised and able to meet deadlines.</p> <p>Ability to provide warm and consistent care.</p>	<p>Advisory, guiding, negotiating and persuasive skills</p>	<p>Application Form</p> <p>Interview</p>
<b>PERSONAL QUALITIES</b>	<p>Calmness</p> <p>Confidentiality</p> <p>Empathy</p> <p>Initiative</p> <p>Enthusiasm</p> <p>Team player</p> <p>Flexibility</p> <p>Honesty</p> <p>Reliability</p> <p>Trustworthy</p>		<p>Application Form</p> <p>Interview</p>