



Job description

Peep Assistant

Overview

The Peep Assistant helps with the delivery of the Peep Learning Together programme in groups, stay and play sessions and in other Peep activities.

Key tasks

1. Welcoming parents and children

Make adults and children feel welcome at all times and help them to get the most out of the Peep session. This includes greeting parents/carers on arrival and helping them to understand the format of the Peep session or activity.

2. Planning and Review

Meet with the Peep Practitioner at the start of each term to discuss how each group (or other delivery situation) will run and their role within it. Read session plans in advance of each session and understand how their role contributes to the session. Hold a brief review with the Practitioner at the end of each term.

3. Supporting Children's Play

Engage children (including siblings) in appropriate activities related to the Peep Learning Together programme, encourage children to take part in circle time and generally support children's play.

4. Setting up and clearing away

Help the Peep Practitioner prepare the room or venue before a session and clear up afterwards. This includes setting up furniture and resources and organising tea and coffee for parents/carers. Pay attention to health and safety, and child safety in particular.

5. Attendance and borrowing

Keep the register of attendance and deal with all aspects of borrowing by families. This may include keeping records of books, packs and toys borrowed by families, checking the condition of items as they are returned and notifying the Practitioner of missing or damaged items. Assist from time to time with the maintenance and production of Peep borrowing resources.

People – supporting parents and children to learn together

Person Specification: Peep Assistant

	Essential	Desirable
Experience	1. Working with and/or caring for young children	2. Experience of the Peep programme
Knowledge and Understanding	3. Interest in how young children learn 4. Health and safety awareness 5. Commitment to the welfare of the child 6. Commitment to inclusive practice and equal opportunities	
Skills and Personal Qualities	7. Good interpersonal and communication skills 8. Skilled at looking after the needs of young children 9. Good team worker 10. Ability to work with parents and to encourage their involvement 11. Well organised and reliable 12. Flexible and responsive approach to working with families and colleagues	
Qualifications		13. English and Maths GCSE 14. NVQ or CACHE Level 2 or 3 in relevant area

August 2019

Summary of main terms and conditions of employment

1. Hours: Up to 8 hours per week during school term times (38 weeks a year). Minimum of 2 hours per week.
2. Location: Assistants will work in community venues in the Leys, Littlemore and Rose Hill; the office is based in the People Centre on the Oxford Academy Campus in Littlemore, Oxford.
3. Probationary period: 3 months
4. As a term time only employee you may not normally take leave during term times. Instead you will be paid 5 weeks holiday per annum (based on the 6 weeks staff working all year get pro rata to your actual weeks employed).
5. Salary is the minimum wage for your age group
6. Full on the job training
7. People's chosen pension provider is 'The People's Pension'. Auto-enrolment rules apply. You will not be automatically enrolled as your part-time pay will be below the threshold. You may opt to join the scheme if you wish - further details available on request.
8. We will need to see proof of your eligibility to work in the UK and conduct an enhanced Disclosure and Barring Service check.