

Role Profile: Full Time Early Years Assistant (8:00-4pm Monday-Friday, plus one late night until 6:00pm, Term Time Only)

Purpose

The role of the Early Years Assistant is to provide a safe, stimulating and nurturing environment for our Nursery and Pre School children. The successful candidate will be part of our dynamic and exciting nursery, promoting positive practice.

The duties outlined in this job description may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Key Accountabilities

Academic and pastoral care

- To undertake the planning and the provision of a stimulating range of age appropriate, challenging activities and ensuring the room is well resourced and creatively set up.
- To take on the responsibility of Key Person for a small group of children.
- To provide a nurturing environment for children to flourish and learn
- To observe and assess the children's learning and development ensuring records are kept up to date, are accurate and of a high standard.
- To provide regular assessment data to the Head of Early Years
- Provide relevant feedback to parents/carers about their child.
- To work in partnership with all parents/carers, building and maintaining relationships that encourage trust, open communication and involvement in nursery life.
- To establish and maintain positive working relationships
- To liaise with Senior Practitioners and teachers to provide a smooth transition within the Early Years.
- To ensure all daily safety check routines are adhered to, keep all paperwork up to date, this will include planning, assessing, next steps, children's reports, half termly cohort data to be gathered through Tapestry our online individual child learning journals.
- Support the development of good practice with regards to special needs and inclusion.

Operational

- Support the Head of Early Years, Nursery Manager and staff during inspections by regulatory bodies and assist in the implementation of any recommendations.
- Actively promote the nursery to current and prospective parents.
- To adhere to and be aware of early years and whole school policies through the staff handbook
- To work as part of the Early Years Team to ensure the whole environment meets the vision of the setting and that all the children have access to a quality, challenging learning environment.

Staff

- Work alongside Early Years staff with their day-to-day duties.
- Be responsible for taking part in all self-development activities such as annual appraisals.
- Develop open and positive working relationships with staff.
- To contribute to the whole Early Years team planning and activities

Health and Safety

- Undertake a shared responsibility for health safety and cleanliness throughout the nursery.
- Deal appropriately with sickness and injury
- Adhere to all health and safety policy and procedures.
- Be fully aware of all emergency and security procedures.

General:

- To promote the policies and ethos of the school and to promote positive values, attitudes and good pupil behaviour
- To attend staff meetings
- To attend parent meetings
- To be aware of and comply with all policies and procedures in school
- To be a proactive member of the team
- To participate positively and professionally in effective relationships with team members
- To attend relevant courses and learning activities as required
- To take part in the school's performance management system

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken is not identified and the post holder shall be required to carry out whatever the Headteacher shall instruct, commensurate with training and experience.

Key Stakeholders:

Internal – Headteacher, Head of Early Years, Senior Managers and Staff

External – Parents

Person Specification

| | Essential | Desirable |
|-----------------------|--|--|
| Qualifications | <ul style="list-style-type: none"> • Early Years teacher status/Early Years professional status or a minimum Level 3 qualification/preferably above with experience as a EY Practitioner in a nursery or in a school setting. • Maths and English qualifications | <ul style="list-style-type: none"> • Evidence of further professional development |
| Skills | <ul style="list-style-type: none"> • Strong interpersonal skills. • Excellent communication skills (including written, oral and presentation skills). • High degree of integrity and empathy when dealing with children • Ability to plan and provide age-appropriate activities • Ability to observe, assess and track children's learning and development • Ability to support and develop other team members • Strong organisational skills • Ability to establish and maintain good professional relationships with pupils, parents and colleagues • Ability to work on own initiative and prioritise workload • Organised and resourceful | |
| Experience | <ul style="list-style-type: none"> • Outstanding practitioner with strong knowledge of child development • Record of excellent classroom • A sound understanding of the Statutory Requirements concerning Safeguarding, including Child Protection, Equal Opportunities, H&S and inclusion. | |

Signed: Name (print):

Date: