

**JOB PROFILE**

Post Hours

Early Years Assistant To be agreed. Term time only

Apprentice/ unqualified/ level 2

Reports to Salary Range

Preschool Supervisor Dependent on qualifications and experience.

Head of EYFS

**JOB OVERVIEW**

To work as part of the Pre-school team under the direction of the Pre-school Supervisor. The Early Years practitioner will be responsible for the welfare, learning and development of children attending Pre-school sessions.

This job description may be amended at any time following the discussion between the Headteacher / Team Leader and member of staff, and will be reviewed annually, or more regularly, in response to the changing needs of the school.

**Responsibilities**

* The post holder is responsible to the Preschool Supervisor, Head of EYFS and to the Headteacher for his/her duties, responsibilities and tasks.
* The post holder will adhere to the school’s values and vision; abiding by the agreed policies and procedures to ensure provision is of the highest quality
* The post holder will interact on a professional level with all colleagues and establish and maintain good working relationships which will promote the development and effective delivery of the preschool curriculum and maximise children’ achievement.
* The post holder will be responsible for the pastoral care and safeguarding of the children within their session, class or groups, ensuring that children’s safety, wellbeing and welfare are at the forefront of all they do.

**Childcare and Education**

1. To work as a member of a team to provide at all times a safe, caring, stimulating environment for the children, in line with The Early Years Foundation Stage.
2. To assist as required with planning for provision which meets the requirements of the Development Matters curriculum.
3. To assist with implementation of the daily routine in the Pre-school, including the daily timetable, planning, observations and assessments.
4. To facilitate, supervise, participate in, observe and assess activities to engage and teach the children, following each area of the Early Years curriculum under the support of the Preschool Supervisor.
5. To record and evidence observations of children in alignment with EYFS framework.
6. Take on the role of key worker for a designated group of children under the supervision and support of the Preschool Supervisor.
7. To help to create a welcoming and family friendly environment.
8. To assist in setting up and clearing away in a pack away setting, ensuring the daily provision follows the planning and is inviting and engaging for the children.
9. If you are working with very young children, you will be responsible for feeding, washing and changing them, and generally tending to their physical needs.
10. To support and participate in meal times within the setting (snack and lunch).
11. Be involved in induction and settling in for new children.
12. Assist with promoting the inclusion and acceptance of children with special needs ensuring access to activities through appropriate clarification, explanation and resources.
13. Promoting positive values, attitudes and good child behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging children to take responsibility for their own behaviour.
14. To assist with escorting children on any educational visits.
15. To keep completely confidential any information regarding the children, their families or other staff, which is acquired as part of the job.

**Key Worker Responsibilities**

1. To build a positive, professional relationship with the family of each child.
2. To share information about the child’s progress, development and pastoral needs as required by the preschool.
3. To liaise closely with parents/carers, informing them about the Pre-school and its curriculum, exchanging information about children’s progress and encouraging parents’ involvement.

**Health and Safety**

1. Take shared responsibility for standards of safety, security, hygiene, cleanliness and tidiness throughout the Pre-school.
2. Ensuring you help maintain the health and safety guidelines.
3. To ensure that the welfare and safety of children is promoted with the setting and that any child protection/ safe guarding concerns are always appropriately acted upon immediately.

**General**

1. To undertake certain domestic jobs within the nursery, e.g. cleansing of equipment and ensuring the nursery is kept clean and tidy.
2. To undertake duties as timetabled, which may include before and after school, break and lunchtime
3. To work within our Extended School provision as timetabled.
4. To regularly attend and participate in staff meetings and any out of working hours’ activities e.g. training, parents’ evenings, open days etc.
5. Work requires bending, kneeling and crouching for periods of time and may also involve lifting or holding children during planned activities, and changing nappies/toileting duties.
6. To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line Supervisor.
7. This job is intended to be based mainly at Bray Preschool site but may also involve work at Braywick Court School, and occasionally other BPET schools and nurseries as required.
8. To undertake any other reasonable duties as directed by the Pre-school Supervisor.

**PERSON SPECIFICATION**

**Essential Criteria**

**Education & Qualifications**.

* GCSE English and maths grade C or above.
* A commitment to obtaining an Early Years education and childcare qualification or equivalent.
* Enhanced DBS Check

**Experience/ Knowledge**

* Experience of working with children.
* Interest in Child Development

**Skills & Attributes**

* Be responsible, patient, approachable and caring
* Good numeracy and literacy skills.
* Excellent verbal and communication skills
* Ability to relate well to children and adults
* Ability to observe, assess and report child's behaviour
* High level of initiative and creativity.
* Ability to write reports and keep clear and accurate records
* Good IT skills
* Ability to work as part of a team
* Able to work on own initiative
* Reliable, enthusiastic, and flexible

**Desirable Criteria**

**Education & Qualifications**

* Qualification in childcare, for example CACHE Level 1 or 2
* Paediatric First Aid & Food Hygiene Training
* Knowledge of Child Protection Procedures

This post requires a DBS check as there may be periods of unsupervised access to children. An Enhanced DBS and satisfactory references would be obtained prior to commencement of employment.

*This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.*