



Job Description

Job Title:	Early Years Assistant
Grade:	PS3
Reports to:	QTS teacher
Working Pattern:	Various work patterns available, term time only.

Purpose:	<ul style="list-style-type: none"> • To actively participate as part of the nursery under the direction of the team leader to provide safe, high quality education and care to children 2-5 years of age. • To work with colleagues to build links and work in partnership with parents, carers and professionals to promote the wellbeing of children. • Ensure that equipment is safe, standards of hygiene are high and safety procedures are implemented at all times • To take part fully as a member of the team helping to provide a happy, stimulating, safe and interesting environment in which a child may securely progress at his/her own pace. • To provide opportunities for children to develop independence and self-confidence.
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Principal Accountabilities:

Education and Care

- To work and support all children in an inclusive environment.
- To develop the professional skills to meet the needs of all the children.
- To support children as appropriate, individually, and in small groups, to work towards targets that have been set.
- Under the guidance and direction of other staff to ensure that children, whilst in the nursery have access to appropriate practical and play based activities to support their physical, emotional, social and intellectual development giving consideration to ethnic, cultural and linguistic backgrounds and ensuring that equipment is safe, standards are high and safety procedures are implemented at all times.
- To take an active part in planning, implementation and evaluation of activities.
- To observe and assess the children and help in maintaining careful records on the children.
- Maintain and organise the learning environment (classroom and other specified areas inside and outside) and assist in the preparation, organisation and development of learning and teaching materials and resources to facilitate children's access to the curriculum and to create a stimulating environment. This will include ensuring tidy, clean, well-organised areas and the effective maintenance of specific equipment.
- To have a commitment to the children's safety, health and emotional wellbeing.

- To take responsibility for own professional development through reading and discussion with colleagues and other professionals at meetings outside the centre.
- To sit and share meal times with the children and to act as a role model.
- To develop and maintain close links with parents
- To treat with confidentiality information concerning children and families disclosed to you both formally and informally throughout the child's time at the Centre.
- Contribute to reports, pupil learning journeys, records of achievement and attending parents' evenings as required.
- To work in partnership with other professionals and outside agencies, communicating effectively, orally and in writing, as required.
- Undertake first aid and administrative tasks.

1. Promotion of Values

- To be aware of the high profile of the Centre and to uphold its vision, ethos and standards at all times.
- To ensure the promotion of respect for all who work in and use the Centre.
- Demonstrate consistently high standards of personal and professional behaviour in the workplace and ensure that behaviour outside the workplace does not compromise the reputation of the Centre in any way

2. Accountability

- Understand and interpret Centre policies to ensure that these policies are followed effectively.
- Ensure at all times your approach is consistent with the Centre's Behaviour policy.
- To be fully aware of the Safeguarding Children Policy and be alert to signs that a child may be at risk.
- To work according to the Centre and Surrey County Council's Equal Opportunities Policies.
- To manage own workload and plan time effectively.
- To take responsibility for own professional development.
- To develop centre initiatives as defined in the Centre Development Plan.
- To undertake other duties as delegated by the Head Teacher

Person Specification

Attributes	Essential	How Identified
Qualifications & Experience	Good standard of general education including Maths and English GCSEs at grade 4-9 or equivalent Experience of working with children	Application Form References Written task Observed task Panel interview
Special Knowledge	Some understanding of child development	
Disposition, Adjustment & Attitude	Ability to encourage and participate in play with children that supports and extends their learning Ability to work effectively as part of a team Ability to plan and prioritise a range of regular and irregular tasks within specific deadlines To be open with children and to show empathy for what concerns them Ability to communicate effectively with adults and children Be able to maintain confidentiality	
Practical & Intellectual Skills	Excellent communication, interpersonal, motivational and organisational skills Patience, confidence to manage situations calmly Competent IT skills	
Circumstances & Training	A willingness to attend training courses as required.	

