

Salary:	NJC Pay Scale,
Responsible to:	
Date of Job Description:	July 2024

Purpose of the Role:

To work with children, as part of a professional team, on education and social development and to provide a high quality of care.

Main Tasks and Responsibilities

General Duties:

- To act in accordance with FCAT's policies and procedures.
- To act as a role model and work in accordance with the Trust values: pride, ambition, respect, resilience, integrity and excellence.
- To encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within FCAT and our academies.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day. To ensure compliance with FCAT's Health and Safety Policy at all times.
- To adhere to FCAT's Safeguarding policy and procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- Any other tasks and responsibilities reasonably appropriate to this post and grade.
- To attend mandatory training and participate in performance development as required.
- To work in support of the Team FCAT Work and Wellbeing Charter.

Key Duties

1. Lead activities and work with individuals or groups of children, under direction adapting activities to suit the needs of early years pupils;
2. Support behaviour management and development;

3. Set up and clear away displays and activities, including ensuring that the materials and equipment are safe and clean;
4. Attend to children's personal needs;
5. Communication with early years pupils to encourage social, educational and physical development and acceptable behaviour;
6. Liaise and establish positive relationships with parents / carers in order to exchange information;
7. Contribute to the planning and development of learning/play activities, solving any problems that may arise;
8. Contribute to observation and assessment procedures;
9. Provides assistance to children on social, welfare and health matters and provides support to the teacher on behaviour management of children;
10. Update children's records;
11. Maintain confidentiality and adhere to safeguarding procedures.

Individuals in the role may also:

1. Have key worker responsibilities for particular children;
2. Supervise children at meal times;
3. Work with external agencies;
4. Contribute to the development of individual development plans (such as Individual Educational Plans) for children with special educational needs;
5. Supervise other staff;
6. Undertake accompanied home visits;
7. Demonstrate own duties to new or less experienced staff.

Indicative knowledge, skills and experience

- Completed a common core programme of induction for working with children
- Knowledge /skills equivalent to current National Qualifications level 2 or equivalent experience

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Responsible to:	
Date of Job Description:	July 2024

Purpose of the Role:

To work with children, as part of a professional team and to assist with development of Early Years provision.

Main Tasks and Responsibilities

General Duties:

- To act in accordance with FCAT's policies and procedures.
- To act as a role model and work in accordance with the Trust values: pride, ambition, respect, resilience, integrity and excellence.
- To encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within FCAT and our academies.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day. To ensure compliance with FCAT's Health and Safety Policy at all times.
- To adhere to FCAT's Safeguarding policy and procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- Any other tasks and responsibilities reasonably appropriate to this post and grade.
- To attend mandatory training and participate in performance development as required.
- To work in support of the Team FCAT Work and Wellbeing Charter.

Key Duties

1. Takes responsibility for leading and managing play, care and learning responding to practical problems using own initiative;

2. Ensure standards are met at all times and support the development and regular review of policies and procedures to be followed;
3. Ensure that children have access to appropriate activities to support their physical, emotional, social and intellectual development;
4. Have key worker responsibilities for particular children;
5. Communicates with early years pupils to encourage social, educational and physical development and acceptable behaviour with empathy and sensitivity;
6. Liaise and establish positive relationships with parents / carers in order to exchange information;
7. Supervise and help organise apprentices or other learners in the provision of activities;
8. Develop and maintain appropriate planning / learning activities, observation and assessment procedures and early years policies in conjunction with other early years staff;
9. Manage individual development plans (such as Individual Educational Plans) for SEN children;
10. Maintain and update pupil records;
11. Ensure compliance with policies and procedures relating to child protection, health, safety, security, safeguarding and confidentiality.

Individuals in the role may also:

1. Help to prepare for OFSTED inspections and action any recommendations that may result from inspection;
2. Oversee supervision of children at meal times;
3. Accountable / responsible to a teacher / early years professional for the supervision of learning activities;
4. Responsible for the careful and safe use and cleanliness of equipment and consumables; also for recording activities and for the maintenance and updating of pupil records.

Indicative knowledge, skills and experience

- Completed a common core programme of induction for working with children;
- Knowledge / skills equivalent to current National Qualifications Level 3;
- Requires knowledge of procedures for supporting and leading learning and play activities, including adapting activities to suit needs of early years pupils.