



JOB DESCRIPTION

Post Title:	Early Years Support Assistant (Apprentice)
Purpose:	<ul style="list-style-type: none">To be part of an EYFS team, where each member uses their relevant skills to ensure the efficient running of the pre-nursery, nursery and reception classes in the school. This will be during term time located in the EYFS department during term time only. You will be part of a team committed to providing high quality education and care in a stimulating environment, in the context of the school relevant policies.
Reporting to:	Nursery Leader / EYFS Leader / Senior Leadership
Salary/Grade:	(Apprenticeship) £4.53 (under 19s) per hour to £9.30 per hour (depending on age)
Hours:	34.5 hours a week, 41 weeks (term time only plus 3 weeks)
Disclosure level	Enhanced
MAIN (CORE) DUTIES	
Supporting the pupil	<ul style="list-style-type: none">To ensure that each child's potential is fully developed in a social, physical, psychological and cultural sense and their development both as an individual and as a member of a group, is paramount at all times.To share responsibility for the preparation of a stimulating and caring environment, with due regard to all aspects of Health and Safety.To participate in planning and organising appropriate play and educational activities.To observe, assess and contribute to the written record of each child's progress.To foster each child's development and growth of independence and self-reliance.Maintaining good order and discipline among pupils, safeguarding their health and safety, both on school premises and when engaged in authorised school activities elsewhere.To provide personal care to a child, whilst at the same time encouraging their independence.To encourage and value the involvement of parents/carers in the life of the school and to appreciate and recognise the expert knowledge they have of their child.To implement the school's policies fully.To work actively to overcome and prevent discrimination on the grounds of race, religion, gender, disability, sexuality, and status.To be aware of own practice and keeping up with current trends in education.Attending relevant courses, when possible, in accordance with priorities in the school Improvement Plan.In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment.To continuously develop your own role, taking responsibility for identifying and addressing training and development needs.

Supporting the SENco	<ul style="list-style-type: none"> • To help and support the SENCo in delivering a suitable programme of activities for the child's individual development, both indoors and out. • To assist in making resources to support activities that have been advised by the SENCo/outside agencies. • To provide feedback about the child's progress to the SENCo, parents and outside agencies. • To report any problems about arrangements or incidents to the SENCo or Supervisor.
<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>Employees are expected to maintain a standard of dress conducive to their position as professionals and in setting an example to students.</p>	
<p>This job description is current at the date shown, but following consultation with you, may be changed by the Principal to reflect or anticipate changes in the job which are commensurate with the salary and job title.</p>	

*I confirm that I have read and understood the details contained within this job description.
I understand that by signing this document, I agree to the terms and conditions contained within it.*

Signed	
Print Name	
Dated	