

## Job Description

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**Job title:** Early Years Assistant  
**Reports to:** Principal  
**Location:** Dartford Primary Academy

### Job purpose

- To provide a high standard of physical, emotional, social and intellectual care for children placed in the Setting
- To give support to other personnel within the Setting
- To implement the daily routine in the base room

### Key areas

- Work with children
- Team work
- Liaise with parents/carers

### General responsibilities

- To operate a programme of activities suitable to the age range of children in your area in conjunction with other staff
- To keep a proper record of achievements directed by the class teacher.
- Work with parents/carers of special needs children to give full integration in the Setting
- Support all staff and engage in a good staff team
- Liaise with and support parents/carers and other family members
- To be involved in out of working hours activities, e.g. training, monthly staff meetings, fundraising events
- To be flexible within working practices of the setting. Be prepared to help where needed, including to undertake certain domestic jobs within the setting, e.g. preparation of snack meals, cleansing of equipment etc
- Work alongside the manager and staff team to ensure that the philosophy behind the project is fulfilled
- Look upon the Setting as a “whole” where can your help be most utilised, be constantly aware of the needs of children
- To respect the confidentiality of information received
- To develop your role within the team especially with regard as a key worker
- To ensure the Setting of a high quality environment to meet the needs of individual children from different cultures and religious backgrounds, and stages of development
- To be aware of the high profile of the setting and to uphold its standards at all times
- To actively promote and support the safeguarding of children and young people in the workplace, ensuring Setting policies and procedures are observed at all times

## Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

## Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.