# Job Description for Early Years Assistant (Scale 3) Maternity cover

# Hours: *35 Hours (Term time only)*

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| MAIN PURPOSE OF THE JOB |
| * To work under the direct instruction of senior member of staff to support access to learning for pupils and provide general support in the management of children and the environment |
| SUPPORT FOR PUPILS |
| * Attend to the childrens’ personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters * Supervise and support children ensuring their safety and access to learning * Establish good relationships with children, acting as a role model and being aware of and responding appropriately to individual needs * Promote the inclusion and acceptance of all children * Encourage children to interact with others and engage in activities led by senior staff and key workers * Encourage children to act independently as appropriate |
| SUPPORT FOR THE NURSERY STAFF |
| * Prepare environment as directed and tidy afterwards * Be aware of children’s problems/progress/achievements and report to the senior staff and key workers as agreed * Undertake record keeping as requested * Support the senior staff and key workers in managing children’s behaviour, reporting difficulties as appropriate * Gather/report information from/to parents/carers as directed * Provide clerical/admin. support e.g. photocopying, typing, filing etc. |
| SUPPORT FOR THE CURRICULUM |
| * Support children to understand instructions * Support children in using basic ICT as directed * Prepare and maintain equipment/resources as directed by the senior staff and key workers and assist pupils in their use |
| SUPPORT FOR THE SCHOOL |
| * Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person * Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop * Contribute to the overall school vision, values and 3 year goals * Appreciate and support the role of other professionals * Attend relevant meetings as required * Participate in training and other learning activities and performance development as required * Assist with the supervision of children throughout the day * Accompany senior staff and key workers and children on visits, trips |

**Arrangements for appraisal of performance:**

There is an annual appraisal cycle carried out by line managers which seeks to acknowledge success, resolve problems and identify training/development needs.

**Person Specification**

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| **Experience** | * Working with or caring for children of relevant age |
| **Qualifications** | * Good numeracy/literacy skills * Participate in development and training opportunities |
| **Knowledge/Skills** | * First aid training (preferable) * Effective use of ICT to support learning * Use of other equipment technology – video, photocopier * General understanding of Early years foundation stage curriculum * Basic understanding of child development and learning * Ability to self-evaluate learning needs and actively seek learning opportunities * Ability to relate well to children and adults * Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these |
| **Equal Opportunities** | * Commitment to the implementation of the school's equal opportunities policy |
| **Continuing Professional Development** | * Willingness to undertake additional training/staff development as appropriate * Ability to reflect on your own professional practice |