

Job description: Early Years Assistant

Employment details

Job title:	**Early Years Assistant, Nursery**
Reports to (job title):	**Senior Leadership Team**
Type of position:	**Fixed term (4th January 2027 to 18th July 2027)**
Hours of work:	**32.5 hours a week**
Level and scale point:	**Grade 4**

Job Purpose

To work under the direct instruction of teaching staff and senior leaders and to assist with the general welfare and care of children in relation to pupils physical, social and emotional needs and development.

Areas of responsibility:

MAIN RESPONSIBILITIES
Assist teaching staff in the delivery of learning activities and work programmes and undertake predetermined activities with children so that their intellectual and social development (including self-reliance and self-esteem) is fostered.
Provide evaluation of learning activities for children to enable the teaching staff to make informed decisions when developing their plans.
Supervise the activities of children in and out of the classroom (including outdoor play) to ensure their safety and facilitate their physical and emotional development in accordance with the school's behaviour management policy.
Monitor children's progress, achievements and development and report these to the teaching staff to inform decisions taken regarding the any personalised plans in place e.g. Individual Education Plan, Behaviour Plans or Personal Care Programmes for a child.
Support and supervise children when eating, ensuring safe practices at all times and encouraging good eating habits.
Provide intimate care, including support with dressing and undressing (underwear), changing nappies, helping children use the toilet, or washing intimate parts of the body, as required to facilitate the comfort of a child.
Liaise with parents and carers in conjunction with the teaching staff to ensure effective communication concerning the children's well-being.

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the principal/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.

Person specification: EYFS Assistant

	Essential	Desirable
Qualifications and training	• Level 3 qualification in childcare/education/EYFS	Knowledge and understanding of procedures and policies around confidentiality, data protection and sharing of information. Knowledge and understanding of First Aid
AET Trust values	The successful candidate will be able to meet the attributes of the Trusts Values: **Aspiration** • Inclusive and respectful to all our colleagues • Keen to keep developing and receptive to change • Reflective and learn from mistakes • Solution focused **Believe** • Passionate and have a positive outlook • Confident to share their opinions and ideas and value those of others **Community** • Considerate of all • Welcoming • Adaptable • Understanding of the needs of the wider community • Look after our own and each other's well being	
Knowledge, Experience, Skills and Competency	• Ability to support the teacher in planning, delivering and evaluating learning activities to ensure effective teaching and learning. • Ability to give feedback in a constructive manner. • Ability to keep children and young people safe during day-to-day work activities. • Ability to regularly support a child's intimate care needs • Ability to preserve the privacy and dignity of any pupil who requires	• Ability to become an effective member of staff. • Ability to work effectively with colleagues and other practitioners. • Ability to take an active role in developing own skills and expertise. • Ability to help pupils, under the direction of the teacher, to participate in whole class, group and individual literacy and numeracy learning activities. • Ability to operate ICT resources safely and	• Be familiar with and able to set in motion accident/emergency, safety, safeguarding and welfare procedures, according to school/setting policies and procedures • Ability to adapt learning activities to individual pupils' needs and abilities • Ability to identify the purpose of learning displays and devise design and content accordingly. Ability to create the display with due regard for safety and future maintenance,

	intimate care and be respectful at all times • Ability to assess the balance between safety and risk, challenge and protection and adjust own behaviour accordingly. • Ability to praise and encourage children/young people according to their age, needs and abilities. • Ability to deal sensitively with challenging behaviour (in line with setting/school policy and procedures). Act as a role model for positive behaviour. • Ability to interact and respond positively to children, young people and adults. • Ability to establish and maintain rapport with pupils. • Ability to demonstrate verbal and non-verbal communication skills when dealing with children, colleagues, parents, carers, families and other practitioners.	effectively as a learning resource. • Ability to access and use learning programmes and information. • Ability to encourage and support pupils in using ICT during learning activities and feedback on their progress and response. • Value people equally, supporting an inclusive ethos. • Ability to listen and observe children/young people and share observational findings effectively.	and to evaluate its effectiveness. • Knowledge and understanding of strategies relating to inclusion, praise, assistance, rewards and sanctions, to use when supporting pupils' learning. • Knowledge and understanding of ICT materials, sources of information and advice, and how to adapt the use of ICT for pupils of different ages, needs and abilities. • Knowledge and understanding of literacy and numeracy strategies and resources • Knowledge of the practical application of special educational needs strategies • Knowledge and understanding of how to maintain the health, safety and well-being of pupils when outside the school setting

All candidates must be;

- Eligible to work in the UK.
- Open to having the relevant security checks made on them, e.g. an enhanced DBS check.
- Suitable to work with children and young people.