

## **JOB DESCRIPTION**

**POST:** School Early Years Education Worker

**GRADE:** Scale 5

**SECTION:** Children's Centre facilities

**RESPONSIBLE TO:** Head teacher  
Deputy Head of Children's Centre

### **PRIMARY JOB FUNCTION**

To work as a member of a team to provide high quality, fully integrated care and education in Hargrave Park School's Children's Centre Facilities.

To work under the direction of the Deputy Head of Children's Centre to plan activities based on observations and children's interests, which encourage play and sensory stimulation.

### **DUTIES AND RESPONSIBILITIES**

1. To be a member of a team of room leaders, working together to create learning opportunities within an environment in which the child's all round development is fostered.
2. As part of that team to share responsibility for the planning and preparation of activities and to carry out the necessary maintenance of a healthy, safe and stimulating environment.
3. To foster the children's growth and develop independence and self-reliance, working with other room leaders on the planning of provision and implementation of toileting, dressing and feeding programmes where applicable.
4. To observe children and to implement written educational programmes devised by the Deputy Head of Centre and SENCo, contributing to written records of their progress.
5. At all times to carry out responsibilities/duties with due regard to the Council's/Schools equal opportunities employment policy.
6. Such other minor and/or non-recurring duties, appropriate to the post, as may be directed.

**ADDITIONAL:**

- To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner.
- To achieve agreed service outcomes and outputs, and personal appraisal targets, as outlined by the Deputy Head of Centre.
- To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.
- The post holder is expected to be committed to the Council's core values of public service, quality, equality and empowerment and to demonstrate this commitment in the way they carry out their duties.
- Ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation.
- Carry out duties and responsibilities in accordance with the Council's Health and Safety Policy and relevant Health and Safety legislation.
- At all times carrying out responsibilities/duties within the framework of the Council's Dignity for all Policy. (Equal Opportunities Policy).

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| Signed: |
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| Date: |
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# PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

You should demonstrate on your application form how you meet the following essential criteria.

**POST:** Early Years Education Support Worker

**GRADE:** Scale 5

**SECTION:** Children's Centre Facilities

**RESPONSIBLE TO:** Head of Centre  
Deputy Head of Centre

| REQUIREMENTS                                     |  |       |
|--|--|-------|
| EDUCATION and EXPERIENCE                         |  | A/I/T |
| E1   | Hold the NNEB certificate or equivalent i.e. CSS, CQSW, SEN, SRN, NVQ Level 3 Childcare and Education or BTEC Diploma in Nursery Nursing (with suitable practice placements) or equivalent qualification and two years post qualifying experience. |       |
| E2   | Demonstrable levels of numeracy and literacy equivalent to GCSE (A-C) (or by test).  |       |
| E3   | Experience of working with children (either in a paid or unpaid capacity) preferably in an education setting.  |       |
| KNOWLEDGE, SKILLS and ABILITY                    |  |       |
| E4   | Have relevant experience and an interest in working with children including those with special educational needs.  |       |
| E5   | Have an understanding of the early years curriculum  |       |
| E6   | Have an ability to record children's progress  |       |
| E7   | Have a clear understanding of children's physical, emotional and educational development.  |       |
| E8   | Have a high expectations of children and strategies for raising achievement of all children  |       |
| E9   | Have an ability to express themselves effectively both orally and in writing with both adults and children   |       |
| E10  | Have an understanding of successful team working and the ability to work as part of a team.  |       |
| E11  | Have an understanding of and commitment to equal opportunities for all children in an urban and multicultural environment within the Council's/School's Equal Opportunities Policy.  |       |
| E= Essential D= Desirable                        |  |       |
| Assessed by: A= Application I= Interview T= Test |  |       |