

# Job Description



<b>SALARY RANGE:</b>	Scale 2
<b>ACTUAL SALARY:</b>	£15,599- £16,164 per annum
<b>CONTRACT:</b>	1 x 27.5 hours term time only permanent 1x 27.5 hours term time only 1-year temporary contract Shift pattern between the hours of 8am and 6pm.
<b>REQUIRED FOR</b>	September 2022

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## PURPOSE OF THE POST

To assist in the provision of high quality, fully integrated care and education for children throughout the nursery/centre in partnership with their parents and to assist teachers and nursery education workers to maintain a safe and secure environment for the children.

## MAIN DUTIES AND RESPONSIBILITIES

1. To take joint responsibility for promoting and safeguarding the welfare of children in your care and those you come into contact with and undertake child protection training at a level commensurate with role.
2. Through hands-on practice to assist in the fostering of the physical, social, emotional and intellectual development of all children attending the nursery/centre, including those with special educational needs.
3. Through hands-on practice to assist in the provision of a comfortable, safe, stimulating and aesthetically pleasing environment which provides consideration of families' ethnic, cultural and linguistic backgrounds and consideration of children's gender.
4. To support the key worker systems in the centre and act as a co-key person for a small group of children to provide continuity of care in the absence of the key worker, as required:
  - Develop a loving and secure relationship with each key child.
  - Help each key child to become familiar with and confident in the setting.
  - Look after each key child's care and welfare needs e.g. dressing, toilet training, eating, sleeping, being comforted.
5. To assist in observation, assessment and recording of each child's progress with reference to the nursery/centre's policies.
6. To assist in daily, weekly and termly planning and evaluation to meet the children's needs and interests.

7. To assist the Nursery teacher/Nursery Education Worker working with individual and groups of children as appropriate to their development.
8. To work in partnership with parents.
9. To maintain appropriate positive behaviour strategies with children.
10. To assist in the smooth transition from home to nursery/centre, and between nursery/centre and primary school for the child and family.
11. To display the children's work to draw attention to their achievements.
12. To keep up to date with current thinking by attending courses, reading documents, articles etc. as required in fulfilling this role.
13. To work within and promote the nursery/centre's Equal Opportunities Policies.
14. To undertake such other duties as may be required by the Headteacher/Head of Centre, which are commensurate with the job and grade.
15. To ensure equality of opportunity for all people in service provision and in employment, and to oppose strongly any form of discrimination.

## ADDITIONAL

- Be aware of key school plans, policies and procedures, especially the School Priorities, Health and Safety Procedures and Child Protection Procedures.
- Behave professionally and in compliance with the Code of Conduct.
- 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 agreed by the line manager.
- 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 all the services within the area(s) of responsibility are provided in accordance with the Council's commitment to high quality service provision to users.
- Ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation. In particular, respecting the confidentiality of pupil information and respond sensitively to pupils' needs.
- 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).

## **PLEASE NOTE**

*This job description is a guide to the general duties and responsibilities of this post, which reasonably may vary from time to time according to the needs of the service. It does not form part of the terms and conditions of employment.*

*All staff at Ambler Primary School and Children's Centre are expected to accept reasonable flexibility in working arrangements, including undertaking duties commensurate with the scale of the post and duties normally allocated to posts at a lower scale.*

## 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 short-listing and interview process for this post.

You should demonstrate on your application form how you meet each of the following essential criteria. Please ensure that your address each one of the criteria as this will be used to assess your suitability for the post.

EDUCATION and EXPERIENCE		
<b>E1</b>	Experience of working with children (either in a paid or unpaid capacity) preferably in an education setting or a Level 2 qualification in childcare (or equivalent)	<b>A/ I</b>
KNOWLEDGE, SKILLS and ABILITY		
<b>E2</b>	Demonstrate the ability to safeguard and promote the welfare of children, and provide a safe learning environment and recognise when a child is in danger or at risk of abuse	<b>A/ I/T</b>
<b>E3</b>	Demonstrate a knowledge and understanding of the needs of young children, including those with social, emotional or special educational needs	<b>A/ I/T</b>
<b>E4</b>	Demonstrate an understanding of the importance of play in young children's development and learning	<b>A/ I/T</b>
<b>E5</b>	Demonstrate an understanding of how to share information appropriately and the importance of confidentiality	<b>A/ I/T</b>
<b>E6</b>	Demonstrate an understanding of how to keep children safe and the requirements of health and safety in the workplace	<b>A/ I/T</b>
<b>E7</b>	Demonstrate the ability to promote all aspects of children's learning and development	<b>A/ I/T</b>
<b>E8</b>	Demonstrate the ability to communicate and relate easily to children, listening and responding sensitively	<b>A/ I/T</b>
<b>E9</b>	Demonstrate the ability to communicate clearly and work with staff, parents and other agencies as part of a team	<b>A/ I/T</b>
<b>E10</b>	A commitment to equality and inclusion in all aspects of the work	<b>A/ I/T</b>
<b>E11</b>	Good levels of written and verbal communication and interpersonal skills	<b>A/ I/T</b>
<b>E12</b>	Good level of numeracy skills, appropriate to work with the early years age group	<b>A/ I/T</b>

<b>E13</b>	Demonstrate the ability to adhere to the Council's Dignity for All policy	<b>A/ I/T</b>
<b>COMMITMENT TO EQUAL OPPORTUNITIES</b>		
<b>E14</b>	Demonstrate the ability to adhere to the Council's Dignity for All policy	<b>A/ I</b>
<b>SPECIAL REQUIREMENTS OF THE POST</b>		
<b>E15</b>	This post will require satisfactory clearance from an Enhanced Disclosure and Barring Service (DBS) check.	✓
<b>E = Essential</b>		
<b>*Assessed by: A= Application I= Interview T= Test</b>		