

Salary:	NJC Pay Scale
Responsible to:	
Date of Job Description:	15/07/11

Purpose of the Role:

To work with children, as part of a professional team and to assist with development of Early Years provision.

Main Tasks and Responsibilities

General Duties:

- To act in accordance with FCAT's policies and procedures.
- To act as a role model and work in accordance with the Trust values: pride, ambition, respect, resilience, integrity and excellence.
- To encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within FCAT and our academies.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day. To ensure compliance with FCAT's Health and Safety Policy at all times.
- To adhere to FCAT's Safeguarding policy and procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- Any other tasks and responsibilities reasonably appropriate to this post and grade.
- To attend mandatory training and participate in performance development as required.
- To work in support of the Team FCAT Work and Wellbeing Charter.

Key duties:

1. Takes responsibility for leading and managing play, care and learning responding to practical problems using own initiative;
2. Ensure standards are met at all times and support the development and regular review of policies and procedures to be followed;
3. Ensure that children have access to appropriate activities to support their physical, emotional, social and intellectual development;
4. Communicates with early years pupils to encourage social, educational and physical development and acceptable behaviour with empathy and sensitivity;
5. Liaise and establish positive relationships with parents / carers in order to exchange information;
6. Supervise and help organise apprentices or other learners in the provision of activities;
7. Develop and maintain appropriate planning / learning activities, observation and assessment procedures and early years policies in conjunction with other early years staff;
8. Manage individual development plans (such as Individual Educational Plans) for SEN children;
9. Maintain and update pupil records;
10. Ensure compliance with policies and procedures relating to child protection, health, safety, security, safeguarding and confidentiality.

Individuals in this role may also:

1. Help to prepare for OFSTED inspections and action any recommendations that may result from inspection;
2. Oversee supervision of children at meal times;
3. Accountable / responsible to a teacher / early years professional for the supervision of learning activities;
4. Responsible for the careful and safe use and cleanliness of equipment and consumables; also for recording activities and for the maintenance and updating of pupil records.

Indicative knowledge, skills and experience

- Completed a common core programme of induction for working with children;
- Knowledge / skills equivalent to current National Qualifications Level 3;
- Requires knowledge of procedures for supporting and leading learning and play activities, including adapting activities to suit needs of early years pupils.