

Salary:	NJC Pay Scale 5-6
Responsible to:	Nursery Lead, Early Years Lead, SLT
Date of Job Description:	July 2024

Purpose of the Role:

To work with children, as part of a professional team, on education and social development and to provide a high quality of care.

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. Lead activities and work with individuals or groups of children, under direction adapting activities to suit the needs of early years pupils;
2. Support behaviour management and development;

3. Set up and clear away displays and activities, including ensuring that the materials and equipment are safe and clean;
4. Attend to children's personal needs;
5. Communication with early years pupils to encourage social, educational and physical development and acceptable behaviour;
6. Liaise and establish positive relationships with parents / carers in order to exchange information;
7. Contribute to the planning and development of learning/play activities, solving any problems that may arise;
8. Contribute to observation and assessment procedures;
9. Provides assistance to children on social, welfare and health matters and provides support to the teacher on behaviour management of children;
10. Update children's records;
11. Maintain confidentiality and adhere to safeguarding procedures.

Individuals in the role may also:

1. Have key worker responsibilities for particular children;
2. Supervise children at meal times;
3. Work with external agencies;
4. Contribute to the development of individual development plans (such as Individual Educational Plans) for children with special educational needs;
5. Supervise other staff;
6. Undertake accompanied home visits;
7. Demonstrate own duties to new or less experienced staff.

Indicative knowledge, skills and experience

- Completed a common core programme of induction for working with children
- Knowledge /skills equivalent to current National Qualifications level 2 or equivalent experience