

**JOB DESCRIPTION**

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| **TITLE:** | Early Years Worker |
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| **SCHOOL:** | Pastures Way Nursery School |
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| **RESPONSIBLE TO:** | Head Teacher |
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| **GRADE:** | L3 |

**PURPOSE OF POST: Works with a team to deliver in all aspects of teaching and enhance learning opportunities for pupils 2-5 years, using knowledge and practical experience gained through working with pupils.**

**ORGANISATION CHART: HEADTEACHER**

 **EARLY YEARS WORKER**

**PRINCIPAL RESPONSIBILITIES: %**

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| 1. | Under the direction of the head, following agreed policies, support the teaching and learning of the individual or groups of pupils, using support strategies appropriate to the needs of pupils 0-5 years, providing feedback. Contribute to the intellectual and social development of pupils and work with individual children to support. Prepare, maintain and deploy appropriate learning aids, materials and equipment. To support each child’s transition from home to nursery and recognise the importance of creating positive links with parents/carers and the community in accordance with the policy of the nursery/centre. To respect the confidentiality of all information relating to children and their parents/carers. | 45 |
| 2. | Contribute significantly to the planning of teaching and learning for children/or individual pupils. Contribute to the planning of lessons and work programmes, the devising of activities and target setting. | 20 |
| 3. | Contribute to the monitoring, recording and assessment of pupils progress through observation and questioning, against pupil targets (and Individual Education Plans where relevant) keeping detailed records of individual’s progress. | 10 |
| 4. | Contribute to the development of a purposeful working atmosphere and implement and monitor the school’s behaviour and any related policies and procedures. To be aware and value each child’s cultural, racial and linguistic background and ensure Luton Borough Council’s policies on Equal Opportunities are fully implemented. | 5 |
| 5. | Under the direction of the head teacher develop and maintain supportive relationships with parents, carers and others of the pupil’s community. Work collaboratively with Sure Start, other agencies and professionals, as necessary, including educational psychologists, health professionals, education welfare officers, to meet the personal and educational needs of individual pupils. | 5 |
| 6. | Contribute to the care, health and welfare of pupils in accordance with the school’s health and safety and related policies. | 5 |
| 7. | As required, contribute to specific aspects of teaching, learning and personal development for example swimming, school visits etc., | 5 |
| 8. | Contribute to the order and cleanliness of the classroom environment. This may involve tidying up the class, cleaning up spills etc. | 5 |

**DIMENSIONS:**

**Supervisory Management:**

**Financial Resources:**

**Physical Resources:**

**Other:**

**CONTEXT:** All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

**Physical Effort:**

**Working Environment:**

**Person Specification**

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

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Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

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| **Please make sure, when completing your application form, you give clear examples** **of how you meet the essential and desirable criteria.** |
| **Attributes** | **Essential** | **How Measured** | **Desirable** | **How Measured** |
| **Experience** | Some experience in the care and/or education of children.Some experience of planning, monitoring and assessment of pupils’ work. | 1.21,21,2 | Some experience of working with people with a range of special needs. | 1,2 |
| **Skills/Abilities** | Able to contribute constructively to and work effectively as a member of a team.Able to work on own initiative with parents/carers and the child’s community within an agreed framework and set of objectives.Able to communicate effectively at a range of levels e.g. with children, parents, other professionals etc.,Able to contribute to the support of children in all areas of personal and educational development.Able to keep accurate records. | 1,21,21,21,21,2 | Basic information technology skills, e.g. word processing, databases, spreadsheets. | 1,2 |
| **Equality Issues** | Able to recognise common forms of discrimination and to report this if detected.Some understanding of the issues in an urban multi-cultural context.To be able to demonstrate awareness of child protection issues and able to respond effectively to a safeguarding concern. | 1,21,21,2 |  |  |
| **Specialist Knowledge** | Knowledge of the EYFS and how to support children’s learning according to their level of development. | 1,2 |  |  |
| **Education and Training** | Able to commit to relevant job training.NVQ level 3 in Child Care or equivalent.Willing to undertake First Aid training and to apply this in school. | 1,21,2,4 |  |  |
| **Other Requirements** |  |  |  |  |

**( 1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise )**

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council’s policies are reflected in all aspects of his/her work, in particular those relating to;

1. Equal Opportunities
2. Health and Safety
3. Data Protection Act (1984 & 1998)