**Stonehill Nursery School - Job Description**

**Position: Early Years Teaching Assistant level 2**

**Salary: Grade E**

The post holder is responsible to the Head Teacher

**Purpose of Post**

1. To work in partnership and complementary to the Nursery lead teacher, in order to meet the aims of the Nursery. The Nursery Lead teacher are responsible for planning the overall policy and curriculum, and EYFS are given some responsibility for planning part of the programme and are to play a full part in its implementation.
2. To provide service delivery within the requirements of the Early Years Foundation Stage Framework and Ofsted Care Standards.

**Tasks, Duties and Responsibilities**

1. **Support for Children**
   1. Share responsibility for safety, health and welfare of children at all times
   2. Ensure all children have full access to the curriculum
   3. Relate well to children
   4. Guide the development of children’s social behaviour and attitudes
   5. Frequently supervise children on activities without a teacher present including outdoor activities
   6. Observe and assess children’s development and progress
   7. Keep accurate records of observation, assessment and development of children
   8. Act as a key worker for a group of children
   9. Take responsibility for specific activities with large or small groups of children or individuals
   10. Take responsibility for intimate care routines when necessary
   11. Support and promote children’s speech, language and communication development.
2. **Support for the Teacher**
   1. Organise materials and equipment for use within the nursery
   2. Share responsibility for care and maintenance of resources and equipment
   3. Lead in preparation and clearing up of activities and encourage children to help
   4. Share responsibility for display
   5. Contribute to curriculum development ensuring a stimulating environment
   6. Contribute towards planning
   7. Take on other tasks such as lunchtime, breakfast and other out of core hours provision
   8. Attend weekly staff and planning meetings
   9. Work closely with other agencies and professionals as required.
3. **Support for Parents**
   1. Encourage parents / carers to be involved in setting their children’s learning
   2. Encourage parents / carers to take an active role in their children’s play, learning and development
   3. Work in partnership with parents / carers to help them recognise and value the significant contributions they make to the child’s health, well-being, learning and development
   4. Establish good relationships with parents and carers
   5. Build up trusting relationships with parents / carers of keyworker groups
   6. Take part in home visits when required
   7. Support parents / carers with outside agencies if required.
4. **Supporting the Early Years Setting**
   1. Promote the aims and policies of the setting
   2. Promote the ethos of the setting at all times
   3. Promote and develop wider links within the wider community.

**Other requirements**

To participate in training and performance management as required.

**Stonehill Nursery School - Person Specification**

**Post: Early Years Teaching Assistant Level 2**

**Method of candidate assessment: A = Application form / I = Interview**

|  |  |  |  |
| --- | --- | --- | --- |
| **Selection criteria** | **Method** | **Essential** | **Desirable** |
|  | | | |
| **Professional qualifications and experience** | | | |
| NNEB / CACHE Level 3 / NVQ in Childcare and Education | A | **√** |  |
| Paediatric First Aid certificate | A |  | **√** |
| At least 2 years working with children aged 0 - 4 | A / I | **√** |  |
| Experience of working specifically with children aged 0 - 3 | A / I |  | **√** |
| Working with children with special needs | A / I | **√** |  |
| 2 years’ experience in a nursery setting post qualification | A |  | **√** |
| **Knowledge and Understanding** | | | |
| Early Years Foundation Stage | A / I | **√** |  |
| Child Development | A / I | **√** |  |
| Learning through play | A / I | **√** |  |
| Child Protection guidelines | I | **√** |  |
| Maintaining a safe environment | A / I | **√** |  |
| **Skills and Aptitudes** | | | |
| Good standard of written work | A | **√** |  |
| Good interpersonal and communication skills | I | **√** |  |
| Ability to use computers | A |  | **√** |
| Ability to work as part of a team | A / I | **√** |  |
| Flexibility and enthusiasm for the role | A / I | **√** |  |
|  | | | |