



JOB DESCRIPTION

Job Title:	Early Years Practitioner - Assistant
Grade:	Grade 1, LD3 , SCP 11-13
Job Location:	Thorney Close Childcare Centre
Directorate:	Children's Services
Responsible to:	Headteacher / Senior Leadership Team
Responsible for:	To work under direction of the senior leadership team to provide high quality childcare and education for children aged 0-5 years.

Daily duties are outlined below and relate to the activities within an allocated room / age group.

1 - Purpose of Job:

- I. To assist in the planning and delivery of high quality care and education with specific relation to the EYFS framework, in order to support children's learning and development.
- II. To ensure compliance with policies and practice, providing high quality standards of delivery of EYFS and meet Ofsted standards for early years provision.

2. Main Duties:

- I. To maintain the environment and resources within the nursery, ensuring health and safety and EYFS requirements are compliant, and that continuous improvement of delivery is promoted.
- II. To assist in the supervision of, and deliver activities to individual and small groups of children, delivering planning to allow all children to progress to their maximum potential. Feed back to Key Person on progress, any issues, concerns or problems.
- III. To contribute to record keeping systems, taking into account confidentiality and to record the development of children using agreed observation and assessment methods.
- IV. To establish and develop a good relationship with parents and carers through dialogue, co-operation and partnership. To share written and verbal reports with staff, parents and carers to ensure individual needs are met. To act as a point of contact for service users, providing advice and guidance and assist with day-to-day issues, or referring service users to senior staff where necessary.
- V. To have an understanding of child protection issues and liaise with the designated safeguarding leads, SENDCo and other professionals to develop improved outcomes for SEND and vulnerable groups.
- VI. To assist in the training of students / volunteers and new staff in the nursery, acting as a role model. Communicate policies, procedures and effective practice and

support them in adopting new ways of working, to ensure quality delivery of the EYFS.

- VII. Working under guidance of senior colleagues, contribute information for reports, observations, assessments and planning that are effective in achieving agreed objectives. To ensure information is accurate, timely and appropriately presented, managing own workload and supporting colleagues in meeting deadlines. .
- VIII. To have an understanding of child development and apply knowledge of early years practice to ensure high quality provision that meets individual needs.

3 - General Requirements:

- I. To ensure the general health and welfare of self, staff and children are met.
- II. To provide written and oral reports for a variety of audiences.
- III. To attend and participate in meetings as required, within premises and external venues involving associated travel.
- IV. To be flexible within the working practices of the nursery including undertaking of domestic tasks.
- V. Working knowledge of MS Office packages, and other relevant professional and packages to maintain electronic records and data.
- VI. To engage fully in school Performance Management scheme and in professional development systems such as coaching and mentoring.

4 - Professional Values and Practice:

- I. To have high expectations of all children; respect their social, cultural, linguistic, religious and ethnic backgrounds; and to being committed to raising their educational achievement.
- II. To treat children consistently with respect and consideration, and be concerned with their development as learners.
- III. To work collaboratively with colleagues as part of a professional team, knowing when to seek help and advice from colleagues.
- IV. To reflect upon and seek to improve personal practice through training, research and visits to other settings / practitioners. To disseminate and model learning to colleagues.
- V. To work within schools policies and procedures and be aware of legislation relevant to personal role and responsibility in the school.
- VI. To recognise equal opportunities issues as they arise in the school and respond effectively, following schools policies and procedures.
- VII. To build and maintain successful relationships with children, parents/carers and staff. To contribute towards the school community strategies to ensure families have access to professional and informal support services.
- VIII. To undertake any other duties as may be required commensurate with the grade of the post.

The post holder must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the council.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.

The post holder must carry out their duties with full regard to the Council's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Council Policies.

The postholder must comply with the Council's Health and safety rules and regulations and with Health and Safety legislation.

Name of Author: Catherine Barnett, Headteacher

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