



LD2 JOB DESCRIPTION
EARLY YEARS SUPPORT ASSISTANT / EARLY YEARS EDUCATOR

GRADE 1 sp 3-4
Position Numbers
50086350 (2-3 Year old practitioner)
50084966 (3-4 year old practitioner)

PROFILE REFERENCE	OUTCOMES / END RESULT	DUTIES SPECIFIC TO THIS POST
		<ul style="list-style-type: none"> To work under the direction of the class teacher and or nursery education lead practitioner.

OBSERVATION, ASSESSMENT, PLANNING AND DELIVERY

To support the delivery of specified programmes and activities which develop individuals and groups within the nursery school.	<p>The activities and experiences planned and delivered are of a high standard and enjoyed by pupils who are actively engaged in their learning.</p>	<ul style="list-style-type: none"> Carry out observations of individual pupils using the 2 simple or EEXAT programmes to inform planning and assessment. Ensure the minimum of five observations per week are maintained and that the class record is up to date. Evaluate each group task presented ensuring that the quality of learning and engagement are at the focus of each child's summary. Ensure all evaluations are completed and returned within good time. Carry out observations from allocated room / outdoor areas and share this information during team learning review meetings. Follow agreed actions from each learning review meeting and support the maintenance and equipping of room areas, displays as well as outdoor play areas. Contribute to individual pupil's journals by making observations, ensuring school standards are followed to create good quality entries. Help with the updating of pupil's learning journals, when requested.
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DELIVERY OF SUPPORT

To understand and follow the instructions of the Senior EYE to deliver group activities. To ensure the availability of all necessary materials and equipment required to deliver planned aims.	<p>All group sessions are delivered to a good standard of learning and development.</p> <p>All pupils make good progress.</p> <p>All activities and resources are engaging and interactive.</p> <p>Children enjoy their learning and participate well.</p>	<p>To discuss all planned activities with the SEYE and to read, understand and follow plans.</p> <ul style="list-style-type: none"> To help to prepare, ensuring the work areas and equipment is ready and suitable for the children. To present daily group activities planned. To ensure that active engaged learning takes place in all group activities. To ensure that quality interactions are evident between yourself and children. To support the team in the maintenance of the learning areas indoors and out including tidying and replenishing areas. To ensure all areas indoors and out are clean, safe and well-ordered. To carry out safety checks in accordance with school procedures and report concerns immediately. To help in the preparation of materials for planned activities and experiences. To help maintain the class libraries and reading areas and resources, including homework bags.
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ADVICE AND GUIDANCE		
To signpost clients to the relevant person or service that can offer assistance	<p>Initial client's needs are identified. Clients are connected to people and services to meet their needs.</p> <p>Accurate and timely information is provided to the appropriate person or service to inform the assessment process.</p>	<p>Meet and greet parents, carers and visitors at the start and end of all sessions.</p> <ul style="list-style-type: none"> • Guide visitors to the appropriate people. • Help trainees when assistance is needed. • Provide information to support the work of external services.
RECORDS AND REPORTS		
To undertake routine record keeping	<p>Records are accurate, completed timely and available when required.</p>	<ul style="list-style-type: none"> • Ensure all evaluations and observations are returned in good time. • Complete safety checks in accordance with school policy and procedures. • Complete pupil changing records in accordance with intimate care procedures. • Complete pupil accident forms, if attending and inform parents and carers in accordance to school procedures. • Complete area observations and pupil observations. • Attend all possible staff and team meetings. • Ensure that any health and safety concerns are reported immediately following school procedures. • Ensure any concerns regarding a child's welfare or safeguarding are recorded promptly and discussed as soon as possible with designated lead person.
RESOURCES AND THE SCHOOL ENVIRONMENT		
<p>To assist and support the class teams in the creation of an inspiring, attractive, well-maintained environment indoor and out.</p> <p>To support the coordination of resources along with their colleagues.</p> <p>To support the preparation of learning areas, equipment and resources.</p>	<p>The learning areas indoors and out are suitable for use, safe and risk assessed to be fit for purpose.</p> <p>Pupils are actively engaged in learning through careful management and review of resources, areas and materials.</p>	<p>To follow agreed plans to support the team in the preparation, design, setting up, equipping and maintenance of areas and resources.</p> <ul style="list-style-type: none"> • To contribute if at all possible to feedback meetings to ensure all resources remain attractive and engaging to pupils, following school guidelines and standards. • To complete checks of indoor and outdoor areas. • To check, replenish, clean and tidy and improve learning areas, displays and equipment. • Replace damaged items outdoors and ensure materials are tidy, clean and safe. • To replenish areas frequently and inform the school clerk when resources are low, or required for future projects. • To observe the children at work engaging in and with resources to ensure they are interesting, challenging and varied to support quality learning. • To maintain classroom to food hygiene standards, clean snack areas and equipment and prepare snacks and drinks.

CHILDCARE DUTIES		
<p>To ensure staff: child ratios are maintained in wrap around school care.</p> <p>To act as support or senior within the childcare in the absence of the senior practitioner.</p>	<p>Children are safe and well supervised by key senior members of staff.</p> <p>Quality of the childcare is maintained.</p>	<p>To cover as requested for breakfast, lunch and after school duties.</p> <ul style="list-style-type: none"> • To support cover for WASC if staff are absent. • To cover Holiday care cover on request paid as overtime.
SUPPORTING SCHOOL DEVELOPMENT, POLICIES AND PROCEDURES.		
<p>To actively support school development aims and targets.</p> <p>To participate in policy review and updates.</p> <p>To participate in procedural reviews and actively support new aims and targets within the nursery school.</p>	<p>All school policies, procedures and development aims, targets are successful due to the commitment of the whole school team.</p>	<ul style="list-style-type: none"> • To read and understand the school development plan. • To identify personal targets to support these aims. • To support the SEYE in the successful implementation of these plans. • To read and understand all policies due for renewal and contribute to the review. • To read, understand and follow school policies. • To attend all possible meetings related to developing and reviewing school procedures and to know and follow these procedures correctly.

PROFESSIONAL DEVELOPMENT TRAINING AND IMPLEMENTATION

To continue to develop and acquire professional skills attributes and knowledge to support daily practice.

To ensure all professional qualifications related to EYFS guidelines are renewed and revisited in good time.
In particular: -
Paediatric First Aid
Food Hygiene.

To continually improve practice by participating in school monitoring and evaluation procedures including observations and scrutiny of work.

Well-trained, well-informed, skilled workforce.
Successes in pupil learning and development through continually improving practice.

- To attend all possible staff training / in-service events.
- To work with the whole school team to support the implementation of new practices as a result of training.
- To attend professional development events as identified in personal CPD plans.
- To evaluate all training events and identify the actions planned to support implementing new practices.
- To ensure the Headteacher is informed in good time if certificate are due for renewal.
- To maintain a personal training file.
- To attend CPD reviews.
- To follow agreed targets set during CPD reviews and maintain a record to evidence successes.

The duties may be varied to meet changed circumstances in a manner compatible with the post held, at the reasonable direction of the Headteacher.

Professional Values and Practice

- Highly trustworthy.
- Able to meet deadlines and manage workload independently.
- Proven skills in office management, financial organisation and communication.
- Professional, polite and cooperative manner with all clients and colleagues.
Building and maintaining successful relationships with pupils, parents/carers, staff and external agencies.
- Working collaboratively with colleagues as part of a professional team and carrying out the role effectively, knowing when to seek help and advice from colleagues.
- Reflecting upon and seeking to improve practice through participation in Continuous Professional Development processes.
- Having high expectations of all pupils, respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their education achievement.
- Treating pupils consistently with respect and consideration, and being concerned with their development as learners, their safety and wellbeing.
- In line with the school's policies and procedures, using behaviour management strategies which contribute to a purposeful learning environment.

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 post holder must comply with the Council's Health and Safety Rules and Regulations and with Health and Safety legislation.

Name of Author: Angela M. Graham
Headteacher

Date: June 2020

Staff Member	Date
Headteacher	Date

The Governing Body of Usworth Colliery Nursery School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.