



JOB DESCRIPTION

- Job Title:** Early Years Practitioner - Assistant
- Grade:** Grade 1, LD3, SCP 3-4
- Hours:** 37 hours per week, Term Time Only
- Job Location:** Hylton Red House Nursery School
- Directorate:** Children's Services
- Responsible to:** Headteacher / Manager
- Responsible for:** To work under direction of the senior leadership team to provide high quality childcare and education for children aged 0-5 years, including lunchtime provision.

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

1 - Purpose of Job:

- I. To undertake routine tasks to support the delivery of specified programmes and activities which develop individuals and groups, ensuring necessary resources are available.
- II. To ensure compliance with policies and practice, providing high quality standards of delivery of EYFS and meet Ofsted standards for early years provision.
- III. To maintain an environment in which all children are safe, happy and supported in fulfilling their individual potential.
- IV. Offering care and support throughout lunchtime, including paying particular attention to encouraging good social manners, encouraging children to eat well but respecting their likes and dislikes

2. Main Duties:

- I. To contribute to the planning, organisation and co-ordination of high quality care and education with specific relation to the EYFS framework, in order to support children's learning and development.
- II. 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. Ensure the availability of materials and equipment, organising and tidying to maintain good order.
- III. To assist in the supervision of, and delivering planned activities to, individual and small groups of children under direction, to allow all children to progress to their maximum potential. Feed back to Key Person on progress, any issues, concerns or problems.

- IV. To contribute to record keeping systems and conduct standard assessments, taking into account confidentiality and to record the development of children using agreed observation and assessment methods. To provide reports as and when required.
- V. To establish and develop a good relationship with parents and carers through dialogue, co-operation and partnership. To act as a point of contact for service users, answering questions and providing information, or signposting to senior staff where necessary, to obtain the support they need.
- VI. 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. To undertake personal care tasks.
- VII. 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.
- VIII. 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.
- IX. To have an understanding of child development and apply knowledge of early years practice to ensure high quality provision that meets individual needs.
- X. Taking responsibility for a group of pupils or an area as directed by senior leadership, including other activities during lunchtime including setting out and storing of relevant equipment – indoors and out.
- XI. Being responsible for the well being and social interaction of the pupils during lunchtime, promoting educational opportunities around healthy eating and wellbeing.
- XII. Assisting in the domestic care and general welfare of pupils in respect of toileting and changing; at meal times; and using specialist equipment where necessary (for which relevant training will be provided if required).
- XIII. Promoting good order and high standards of behaviour as outlined in the nursery behaviour policy, ensuring children are engaged and motivated
- XIV. Demonstrating flexibility in relation to covering different areas within the nursery premises.
- XV. Ensuring the outside and inside areas are left tidy for the afternoon session.
- XVI. At all times to have a regard for the safety of children. To be aware of health and safety procedures, allergies and intolerance. To engage in relevant training required for the role.
- XVII. To attend to minor injuries and sickness, reporting and documenting any accidents and incidents that occur during lunchtime in line with school policies and procedures.

3 - General Requirements:

- I. To ensure the general health and welfare of self, staff and children are met.
- II. To have basic literacy and numeracy, in order 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 work indoors and outdoors to meet the needs of children.

- V. To be flexible within the working practices of the nursery including undertaking of domestic tasks, personal care routines (including meal times) and preparation of food items.
- VI. Working knowledge of MS Office packages, and other relevant professional and packages to maintain electronic records and data.
- VII. 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, including participation in inspection activity.

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 Councils Health and safety rules and regulations and with Health and Safety legislation.

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