



## JOB DESCRIPTION

### Early Years Support Assistant

<b>Grade:</b>	Level 3 (Band 4: point 7 – 11)
<b>Hours:</b>	32.5hrs - Term Time Plus 5 days
<b>Line Manager:</b>	<b>Head of Campus/Director of Early Years</b>

#### **Purpose:**

To assist Early Years staff, as part of a professional team, in working with children on their education and social development and provide a high quality of care.

#### **Responsibilities:**

Key duties:

1. Devise and engage in the delivery of play care and learning activities. Take responsibility for managing the provision of play, care and learning.
2. Ensure standards are met at all times and assist in the development and regular review of policies and procedures to be followed.
3. Ensure that children have access to appropriate activities to support their physical, emotional, social and intellectual development.
4. Assist in the development and maintenance of appropriate planning, observation and assessment procedures.
5. Assess needs of children including emotional, developmental and social.
6. Produce individual development plans including for SEND children.
7. Ensure compliance with policies and procedures relating to child protection, health, safety, security and confidentiality.
8. Support preparation for OFSTED inspections and action any recommendations that may result from inspection.
9. Undertake home visits.

10. Under the direction of the Director of Early Years you will be required to take responsibility for Nursery/Reception.

**Additional Support:**

1. Attend relevant in-service training and professional development courses.
2. Understand and implement Trust policy in all areas, including policies relating to child protection, health, safety, security, confidentiality, data protection and behaviour.
3. Be aware and support difference and ensure all children have equal access to opportunities to learn and develop.
4. Participate in evaluation and give feedback.
5. Foster links between home and nursery/reception.
6. Assist with break-time and lunch-time supervision including facilitating games and activities (with the exception of those working in Nursery).
7. Contribute to reviews of children's progress.
8. Supporting and attending Bishop's/Early Year's events.
9. Contribute to the overall ethos/work/aims of the trust.
10. Undertake any other reasonable task as may be directed by the Primary Leadership Team.

**Person Specification:**

- Completed a common core programme of induction for working with children
- Working at national occupational standards (NOS) for skills for children's care, learning and development Level 3 and knowledge /skills equivalent to current national qualifications level 3 plus supervisory experience.
- At least 5 GCSE (or equivalent) at grade C or above (including Maths and English)
- Good interpersonal skills
- Able to work independently and show imitative or as part of a team
- Good communication skills
- Good time management and organisational skills
- Has a warm personality and is able to stay calm under pressure
- Demonstrates good interpersonal skills with children and adults
- Is able to gain the confidence of children who are behaviourally challenging or socially withdrawn
- Enjoys learning

**COMPLETED BY:** ..... **DATE:** .....  
**(T. Cook Director of HR)**

**Signature of Post holder:** ..... **Date:** .....