

## **JOB DESCRIPTION**

**POST:** Early Years Education Support Worker

**GRADE:** Scale 3

**SECTION:** Children's Centre Facilities

**RESPONSIBLE TO:** Head of Centre  
Deputy Head of Centre

**Hargrave Park School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.**

### **PRIMARY JOB FUNCTION**

To assist in the provision of high quality, fully integrated care and education of children in the Under 3's phase.

To work effectively in partnership with parents, senior and room leaders, and other early years educators in the team to maintain a safe and secure environment for the children.

### **DUTIES AND RESPONSIBILITIES**

1. To assist in the fostering of the physical, social, emotional and intellectual development of all children in the Children's Centre Facilities, including those with special educational needs.
  2. To assist in the provision of a comfortable, safe, stimulating and aesthetically pleasing environment which provides consideration of families' ethnic, cultural and linguistic backgrounds and consideration of children's gender.
  3. To assist in observation, assessment and recording of each child's progress with reference to the school's policies.
  4. To assist in daily, weekly and termly planning and evaluation to meet the children's needs and interests.
  5. To assist room leaders working with individual and groups of children as appropriate to their development.
  6. To work in partnership with parents.
  7. To assist in organising a smooth transition from home to the Children's Centre Facilities, and between the Children's Centre Facilities and primary school.
  8. To display the children's work to draw attention to their achievements.
  9. To keep up to date with current thinking by attending courses, reading documents, articles etc as required in fulfilling this role.
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10. At all times to carry out duties with due regard to the school's Health and Safety Policy.
11. To work within and promote the school's Equal Opportunities Policies.
12. To undertake such other duties as may be required by the Head of Centre, which are commensurate with the job and grade.
13. To ensure equality of opportunity for all people in service provision and in employment, and to oppose strongly any form of discrimination.

ADDITIONAL:

- To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner.
- To achieve agreed service outcomes and outputs, and personal appraisal targets, as achieved by the line manager.
- To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.
- The post holder is expected to be committed to the Council's core values of public service, quality, equality and empowerment and to demonstrate this commitment in the way they carry out their duties.
- Ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation.
- Carry out duties and responsibilities in accordance with the Council's Health and Safety Policy and relevant Health and Safety legislation.
- At all times carrying out responsibilities/duties within the framework of the Council's Dignity for all Policy. (Equal Opportunities Policy).

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Signed:
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Date:
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