



JOB DESCRIPTION& PERSON SPECIFICATION

Assistant Early Years Leader

This is an ideal opportunity for a highly qualified professional to be part of an established outstanding Pre-School that extends the RMS experience to children aged 2-4.

Responsible to: Room Leader

Primary Purpose:

- To be responsible for the children in the Blue Classroom, Yellow Classroom or Red Classroom.
- To be part of a rota for Early Club, Late Club and Holiday Club.
- To support the Senior Early Years Leader and Early Years Leader with the Early Years Foundation Stage and Outdoor Curriculum

Primary responsibilities:

- To be responsible for the welfare and personal development of each pupil
- To provide a safe and happy environment for the children ensuring the physical and educational needs of each child are catered for
- To be responsible for preparing activities based on the Early Years Foundation Stage
- To complete ongoing reports and observations of children and completing each child's Learning Journal
- To identify problems and inform Head of Pre-School, Deputy Head or Early Years Leader
- To constantly plan and review improvements and variety of activities
- To be available for discussion with parents regarding their child's progress on an informal basis
- To be responsible for the provision of a safe and happy environment for the children
- To be aware of accidents, safety hazards or observations of children and reporting it to a senior member of staff
- To ensure the cleanliness and maintenance of the premises
- To be prepared to change nappies and deal with personal accidents on a daily basis
- To be prepared to interchange within the Pre-School to gain experience
- To attend such training as deemed necessary by the Head of Pre-School
- To assist staff in preparation of activities
- To attend Open Days and any other Pre-School out of hours commitments
- To carry out all other duties as requested by the Head of Pre-School

Additional Responsibilities:

To be aware of your entitlement to professional development and take part in regular appraisals

ESSENTIAL QUALITIES**The successful candidate will be committed to:**

- excellence in all aspects of care and education
- clear vision of the Early Years Foundation Stage (EYFS)
- the RMS ethos

Qualifications

- Minimum, NVQ Level 3 or equivalent

PERSONAL QUALITIES

- Clear educational vision and commitment to excellence
- Strong team player
- An enthusiasm for teaching and a genuine interest in learning strategies
- An interest in the development of young people and their needs
- The ability to form good relationships with colleagues and students
- The ability to see change as an opportunity
- Drive and energy
- A commitment to high standards in personal work
- The ability to work under pressure
- Good organisation and ability to take the initiative
- A record of good health and attendance and smart personal appearance
- Willingness to be involved in extracurricular activities
- Strong attention to detail
- Good sense of humour

Knowledge & Experience

- Excellent communication skills, both written and verbal
- Good level of applied literacy and numeracy
- Good knowledge of Revised EYFS (2017)

Working with children and young people

In addition to the candidate's ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with young people
- Ability to form and maintain relationships and personal boundaries with young people

TERMS OF EMPLOYMENT

- Your hours of work would be on a rota basis between the hours of 8.00 am – 6:00pm, 8 hours per day, for 52 weeks per year. You will be entitled to 30 days holiday plus bank holidays
- The post holders pay on the RMS Support Staff Pay Scale will be S4 (£8.39 per hour) to S8 (£9.48 per hour) depending on experience.
- The opportunity to participate in the Support Staff Pension Scheme
- Free car parking.
- Preferential gym membership.
- School fee discount – subject to terms and conditions of the policy.
- Staff pension scheme.
- Free lunches when the school's catering facilities are open.

REVISION OF JOB DESCRIPTION

According to the development and requirements of the School, Job Specifications will need to be reviewed and updated periodically, after consultation with the Job Holder.

DISCLOSURE AND BARRING SERVICE

The School is a "Registered Body" under the provisions of the Police Act 1997 because employment at the School involves access to children under the age of 18. This post will require an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS) before an offer of employment can be confirmed.

SAFEGUARDING CHILDREN

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the Head.

November 2017