



**Jewell Academy**  
an Aspirations Academy

## Early Years Assistant Job Description (Maternity Cover)

Post/Title:	Preschool Assistant– Term Time only, 08:30 -15:15 Mon-Fri (31.25hpw)
Grade/Salary:	NJC05 / FTE 0.723256 = £16,996.52 per annum
Academy:	Jewell Academy Bournemouth
Reporting To:	Early Years Leader/Principal
Disclosure Level:	Enhanced
<b>Duties &amp; Responsibilities:</b>	
<p>The post-holder may be expected to work with individual children having special or particular needs, and groups of children, as directed. The following does not represent an exhaustive list but gives an indication of the role. The successful candidate will ideally hold a Level 3 Early Years Qualification. A Level 2 Early Years Qualification is essential.</p>	
<b>Classroom Preparation</b>	
<ul style="list-style-type: none"><li>● To prepare classroom and associated areas for use including preparing resources or materials, setting out equipment, apparatus etc.</li><li>● Clean and put away materials, equipment, and apparatus after use.</li><li>● Tidy classroom and associated areas.</li><li>● To help ensure that the Early Years Base is a safe environment for children, staff and others, that equipment is safe, standards of hygiene are high and safety procedures are implemented at all time</li></ul>	
<b>Planning and Organisation</b>	
<ul style="list-style-type: none"><li>● To support in the planning and delivery of activities in line with the Statutory Framework for the Early Years Foundation Stage, including Phonics.</li><li>● To assist with the general management and organisation of children and resources/equipment.</li><li>● To assist with the planning, organising and supervising of educational visits and outings.</li></ul>	
<b>Working with Children</b>	
<ul style="list-style-type: none"><li>● To guide and assist the development of children’s positive social behaviour, attitudes and skills.</li><li>● To deliver, as directed, specific learning and therapy programmes, e.g speech and language.</li><li>● To ensure the appropriate supervision of children within the Early Years setting and shared areas; and during outings and educational visits.</li><li>● To assist children in line with school policy:<ul style="list-style-type: none"><li>- With toileting/nappy changing</li><li>- With the attainment of personal hygiene skills</li><li>- Who require cleaning and/or changing following sickness, soiling etc.</li></ul></li></ul>	

**Assessment of Children**

- To follow the Early Years Policy for assessment using long and short observations of children.
- To give feedback to other staff where relevant.
- To use Tapestry to share children's achievements with their adults, and to inform planning.

**Care and Welfare**

- To assist the Early Years Leader in providing a friendly, caring and nurturing environment.
- To contribute to and to help implement all pre-school policies and procedures, e.g. register and signing out procedures, child protection, health and safety, confidentiality, food safety, setting hygiene etc.
- To administer support care/first aid including issuing prescribed medication (Following the school's medical policy)
- To administer personal care to children where required following the schools Intimate care policy.
- To help ensure that children attending the setting receive a balanced and healthy diet at snack time

**Liaison with Other Staff, Parents, Multi-professional Services**

- To liaise with other members of staff, multi-professional teams and parents as required.
- As a staff member, allow parents the opportunity to meet with their child's key person (e.g. parent evenings).
- To liaise closely with parents/carers, informing them about the pre-school and its curriculum, exchanging information about children's progress and encouraging parents' involvement.
- To liaise with the teachers at Jewell and in other settings, to provide a smooth transition for children starting school or Year One.

**Other Associated Activities**

- To take reasonable care of yourself and others and to comply with the Aspirations Academies Trust Health and Safety rules.
- To ensure your specific duties regarding Health and Safety and fire procedures are understood and actioned.
- To undertake monthly staff supervision meetings outside normal working hours when necessary.
- To attend relevant courses and training days to develop experience and broaden awareness, expertise and skills.
- To participate with the Academy's appraisal process.
- To work as a team to help implement any recommendations made following regulatory inspections.
- To promote the positive image of the school within the local community.
- To ensure that confidentiality is maintained at all times.
- To carry out ad hoc projects or duties as requested by your Early Years Leader.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.