

Rosendale Children's Centre
Job description:

Post: Early Years Assistant

Responsible to: Childcare Manager

Grade: Scale 1/2

Main purpose of the job:

- To provide a welcoming, warm and safe environment for young children and their families.
- To work as part of a team to deliver a high quality, accessible early years curriculum for children from birth to 5 years in accordance with the Early Years Foundation Stage framework.
- To work in partnership with parents/carers and other professionals to promote the wellbeing of the child and ensure that all children develop to their full potential.

Main activities and responsibilities:

1. Work with other members of the team to ensure a well-planned stimulating learning environment and to assist in providing quality care for children at all times.
2. To assist in planning activities to meet the learning and development needs of the children.
3. To assist in preparing, developing and evaluating activities for children.
4. To provide personal care for a child whilst at the same time encouraging their independence and self help skills.
5. To develop a friendly and supportive relationship with parents and children and to work in partnership with parents.
6. To contribute, implement and support the policies and procedures of the centre.
7. To observe children and contribute to the assessment of the children's progress.
8. To communicate effectively with team members, parents, children and other professionals.
9. To attend and contribute to staff meetings, training and parents' evenings.
10. Ensure that all toys, equipment and materials are clean, safe and in good working order.
11. To have due regard for safeguarding and promoting the welfare of children and to implement the centre's safeguarding procedures at all times, reporting any concerns to the designated safeguarding officer.
12. To work in accordance with the SEND code of practice to assist with supporting children with special educational needs and disability.
13. To undertake any other duties as may be required from time to time to meet the needs of the children's centre.

Person specification

Early Years Assistant

		Short listing criteria
Qualifications and training	1. Level 2 childcare qualification 2. Hold relevant Paediatric First Aid certificate	Desirable Desirable
Experience, knowledge, skills and abilities	3. Experience of working with children aged six months to five years 4. Understanding of the needs of young children 5. Knowledge of the Early Years Foundation Stage 6. Experience of working effectively within a team 7. Ability to communicate effectively verbally and in writing 8. Understanding of child development and the way in which children learn 9. Ability to implement policies & procedures including safeguarding and health & safety 10. Commitment to equal opportunities and inclusion 11. Ability to work in partnership with parents 12. Ability to observe, record and plan to support and develop children's learning	Essential Essential Essential Desirable Essential Essential Essential Essential Essential