

Role: EYFS Assistant

Responsible to: Nursery Manager

Responsible for: Supervision of Trainees/Apprentices as required by Early Years Lead

Basis: Permanent, Monday to Friday on a rota to cover provision 7.30am – 6.00pm

Purpose of Post

1. To provide a high standard of physical, emotional, social and intellectual care for children placed in the Setting
2. To give support to other personnel within the Setting
3. To implement the daily routine in the base room

Key Areas

- Work with children
- Team work
- Liaise with parents/carers

Duties and Responsibilities

- Operate a programme of activities suitable to the age range of children in your area in conjunction with other staff
- To keep a proper record of achievement file on your key children, for parents/carers
- Work with parents/carers of special needs children to give full integration in the Setting
- Support all staff and engage in a good staff team
- Liaise with and support parents/carers and other family members
- To be involved in out of working hours activities, e.g. training, monthly staff meetings, fundraising events
- To be flexible within working practices of the Setting. Be prepared to help where needed, including to undertake certain domestic jobs within the Setting, e.g. preparation of snack meals, cleansing of equipment etc
- Work alongside the manager and staff team to ensure that the philosophy behind the project is fulfilled
- Recording accidents in the accident book. Ensure the manager has initialled the report before the parent receives it
- Look upon the Setting as a “whole” where can your help be most utilised, be constantly aware of the needs of children
- Ensure child is collected by someone known to Setting
- To respect the confidentiality of information received
- To develop your role within the team especially with regard as a key worker
- Specific Child Care Tasks:
 - The preparation and completion of activities to suit the child's stage of development
 - To ensure that mealtimes are a time of pleasant social sharing
 - Washing and changing children as required
 - Providing comfort and warmth to an ill child
- To ensure the Setting of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development
- To be aware of the high profile of the Setting and to uphold its standards at all times
- To actively promote and support the safeguarding of children and young people in the workplace, ensuring Setting policies and procedures are observed at all times

Notes: The above duties are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Signed: Date:
Employee

Nursery Practitioner - Person Specification

Essential	Desirable
<p>Skills, aptitude, knowledge and experience</p> <p>Previous experience of caring for, or working with children aged 0-5 in a voluntary or paid capacity</p> <p>An understanding of the Early Learning Goals</p> <p>Knowledge of the National Standards for the regulation of Childcare provision</p> <p>A commitment to the provision of high quality childcare</p> <p>A positive approach to learning and gaining new skills through teamwork and training opportunities</p>	<p>Interest in the care, learning and development of young children</p> <p>An understanding of the Foundation Stage curriculum</p>
<p>Personal qualities</p> <p>Good organisational, record keeping and planning skills</p> <p>Punctuality</p> <p>Excellent communication skills, with children, colleagues, advisors and parents/carers/carers.</p> <p>Patience</p> <p>Empathy with children, colleagues and parents/carers/carers</p> <p>Reliability and trustworthiness</p> <p>A positive approach to inclusive practice, with children and colleagues</p> <p>Enthusiasm for working with young children</p>	<p>Flexibility – occasionally working hours might be changed, e.g. if the setting hosts a Parent's Evening</p> <p>Able to work in small teams</p>
<p>Qualifications</p> <p>Completion of a recognised Level 2 Childcare qualification, e.g. Level 2 Certificate for the Children & Young People's Workforce, NVQ Level 2 in Children's Care, Learning and Development – or be working towards completion</p> <p>A positive approach to gaining further qualifications</p> <p>Some understanding of the importance of Health & Safety and Food Hygiene in the workplace</p>	<p>Completion of a recognised Level 3 Childcare qualification, e.g. Level 3 Diploma for the Children & Young People's Workforce, NVQ Level 3 in Children's Care, Learning and Development – or be working towards completion</p> <p>Completion of Safeguarding Awareness course (Group 2)</p> <p>Health & Safety certificate</p> <p>First Aid certificate</p> <p>Completion of other relevant courses</p>