

JOB DESCRIPTION

POSITION: Early Years Support Assistant

GRADE: Scale 3 Spine Point 14-17

CONTRACT:- Permanent – 12.5 hours per week

RESPONSIBLE TO: HLTA and Early Years Phase Lead

PURPOSE OF THE POST

As part of the Early Years team, to support the supervision and pastoral care of children in the Foundation Stage across the lunchtime period.

MAIN DUTIES

- To support the pastoral needs of children in the Foundation Stage as they prepare for lunch.
- To prepare the service for the Nursery Class lunch, setting up the relevant furniture, plates and cutlery.
- To be aware of the dietary needs of the children in the Foundation Stage and support accordingly.
- To supervise the lunchtime play in the Foundation Stage; engaging appropriately with children and supporting their pastoral needs.
- To assist pupils across the lunchtime period and deal with any issues, incidents or behaviour concerns using the appropriate strategies.
- To support an effective handover to Foundation Stage teachers, passing on any key incidents or information.
- To support the post-lunchtime housekeeping in the Foundation Stage, including the re-set of the toilets.
- At all times to carry out responsibilities/duties with due regard to the Schools/Council's equal opportunities employment policy.
- Such other minor and/or non-recurring duties, appropriate to the post, as may be directed.

PERSONAL RESPONSIBILITIES

- To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- To promote the safeguarding of children.
- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.
- To undertake training and professional development as appropriate.
- To undertake other duties appropriate to the post that may reasonably be required from time to time.

PERFORMANCE STANDARDS

- To ensure that the school's customer care standards are met and adhered to.
- At all times to carry out the responsibilities of the post with due regard to the school's Equal Opportunities policy.

Reporting to:

Signed ----- Date -----

PERSON SPECIFICATION

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CRITERIA

ESSENTIAL CRITERIA

REQUIREMENTS

EDUCATION AND EXPERIENCE

- E.1. Proven experience of supervising children in a paid or unpaid capacity.
- E.2. The ability to understand and apply instructions from the senior midday supervisor in respect of the supervision and control of pupils during midday break.

SKILLS, KNOWLEDGE AND ABILITIES

- E.3. Have the ability to relate to pupils, to deal with them patiently and firmly.
- E.4. Have an understanding of the importance of the school meal, and the midday break, being a social and educational occasion.
- E.5. Have the ability to relate both to support staff and teaching staff at the school and to work co-operatively with other people as part of a team.
- E.6. Have the ability to judge when advice/assistance is needed to meet pupils' needs and to react calmly and quickly in any emergency.
- E.7. Ability to deliver services to customers meeting the school's standard for customer care in line with the contract with Islington Council.

- E.8 Ability to deliver services to customers meeting the school's standard for customer care in line with the contract with Islington Council.
- E.9 A commitment to providing a responsive and supportive service and a willingness to constantly seek ways of improving the service.
- E.10 A commitment to deliver services with the framework of the school's equal opportunities policy.
- E.11 Ability to form and maintain appropriate relationships and personal boundaries with children and young people.