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|  **Blackbird Academy Trust****blackbird.jpg Job Description**  |
| **Job Title:** **Terms & Conditions:** **Pay Scale/ Grade:** **Post term:** **Hours:** | Early Years Support WorkerGreen BookGrade 8Permanent33.75 hours a week (Mon – Fri, 8.15am to 3.30pm) |
| **Responsible to:** **Line Managing:** **Work Base:** | Head TeacherNAPegasus Primary School |

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| Support for Pupils |
| * To foster children’s growth, self-esteem and independence.
* To encourage children’s learning in both English and their home language.
* To be responsible, by agreement, for activities indoor and outdoor learning environments and to plan, prepare and display appropriate materials. (This may include plants and animals).
* To share responsibility for feeding children, changing their clothes and taking them to the toilet as necessary.
* To work according to the School/Nursery and County Policies for Equality of Opportunity, promoting positive behaviour and attitudes generally, and particularly towards people in non-stereotypical gender roles, of other cultures and with disabilities.
* To support children with special needs in mainstream classes as required.
* To assist in specified programs, e.g. exercises or using special equipment.
* To provide comfort for sick children and to administer First Aid as appropriate.
* To contribute to the development of the physical development curriculum.

 To include: * The dance curriculum
* Physical activity outside
* Fine motor skills
* Parachute games

 (this may involve a commitment to attend meetings for no more than 1 hour per month). * To be a key worker for the group of middle termers – to be no more than 10 per group.
* To observe and assess their learning
* To complete short written contributions to the records of their progress
* To welcome and settle the child at the beginning of sessions
* To be responsible for home school liaison
* To pass on knowledge and for concerns of that child to the teacher
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| **Support for Teachers** |
| * To participate as a member of a team of adults working together to create an environment which promotes children’s development and learning.
* To contribute to the planning and preparation of activities (This will mean a commitment to attend planning/staff meetings for no more than 3 hours per month.
* To contribute to observations and records of children’s development.
* To foster effective links with parents
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| Support for Teachers |
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| Support for the School |
| * To share responsibility for the laundry and storage of spare clothes, towels, etc.
* To administer medication when necessary, in accordance with School/Nursery and County policies.
* To be aware of Child Protection policy and alert to signs that a child might be at risk.
* To attend INSERVICE training as agreed with the Head Teacher.
* To take responsibility for health and safety (including responsibility for inspecting and cleaning all equipment in the nursery) and First Aid in the Foundation Stage and in school where necessary.
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| **Key Tasks – Health & Safety** |
| * Co-operate with health and safety requirements.
* Report all defects and hazards to the member of staff responsible for this in your school.
* Complete the action risk assessments for all potentially hazardous on/off site activities.
* Use, but not misuse things provided for your health, safety and welfare.
* Do not undertake unsafe acts. Inform employer of any “Near-Misses”.
* Be familiar with the emergency action plans for fire, first aid, bomb security and off site issues.
* Raise health and safety issues with pupils. Specifically for the year 2016-2017
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| **Key Tasks - Other** |
| * Demonstrate a deep commitment to safeguarding and promoting the welfare of children and follow all associated child protection and safeguarding policies of BAT
* Be aware of, and comply with, policies relating to Child Protection, Health & Safety, Equal Opportunities and Confidentiality as well as general staff procedures
* To contribute to the overall vision, ethos and work of the schools within BAT
* To be an excellent role model for staff and to observe all relevant policies and practice
* Maintain confidentially and professional conduct at all times
* Carry out any other reasonable request of the Headteacher
* Demonstrate a commitment to professional development including active participation in the appraisal process and any relevant further training
* Appreciate and support the role of other professionals
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| Annual review of Job Description |
| Date of review |
| Signed: Post holderSigned: Line manager  | DateDate |

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| **blackbird.jpgPerson Specification****Early Years Support Worker**  |
| *Blackbird Academy Trust is committed to safeguarding the welfare of children and young people and expect all staff and volunteers to share this commitment* |
|  | **Essential** | **Desirable** |
| **Qualifications Criteria** | NNEB, NVQ ECE Level 3 in childcare or equivalent  | A Levels or Early Years Specialist Qualifications.Further Education (Degree, Post Grad,…) |
| **Experience** | Working with children in a supportive setting.  | Previous experience in an early years setting  |
| **Knowledge**  | Good spoken and written English Awareness of how children develop and learn from birth to 5 as well as the various factors that affect their learning. |  |
| **Skills** | The ability to communicate effectively with individuals and groups of children, teachers, parents and other members of staff. A sympathetic approach to parents and an understanding of the need for confidentiality. The ability to adapt to differing environments within the EYFS and to the needs of different children. The ability to accept guidance and direction from teachers.  | The ability to support and record children’s learning and development with confidence.  |
| **Personal attributes** | The ability to work as part of a team. The ability to accept guidance and direction from teachers. Awareness of the need to show respect and value pupils as individuals. The willingness to ‘go the extra mile’  |  |
| **Other** | An understanding of and commitment to inclusive education.  |  |