

Early Years Assistant

Job Description

- To deliver a high standard of learning, development and care for children aged 0-5 years.
- To develop partnerships with parents/carers to increase involvement in their child's development.
- To provide a safe, caring, stimulating educational environment, both indoors and outdoors, at all times.
- To deliver an appropriate play based Early Years Foundation Stage (EYFS) curriculum that enables children to make individual progress.
- To work with other professionals in the local area for the benefit of children and families.
- To understand and work to school policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies
- To ensure records are properly maintained, e.g. communication with parents forms, accident forms
- Supervising and encouraging the children to eat their lunch.
- Changing nappies, potty training and supervising children when using the toilets.
- To undertake any other reasonable duties as directed, in accordance with the preschool aims and objectives

Support to the School

- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person, as per the safeguarding policy
- Ensure all children have equal access to opportunities to learn and develop
- Promote the inclusion and acceptance of all children
- Promote the British Values, including equality and to treat everyone with fairness and dignity
- Liaise, advise and consult with other members of staff, supporting the children as appropriate
- Contribute to the overall ethos, work and aims of the school and the extra-curricular programme
- Participate in training and other learning activities and personal development as required
- Assist with playground duties and lunchtime supervision as required

- Accompany children on visits, trips and out of school activities and take responsibility for all children in your care

Person Specification for Early Years Assistant

Essential

- Minimum Level 3 qualification in Children and Young Peoples Workforce or equivalent
- Paediatric First Aid training (we can provide this if necessary)
- Empathy and understanding of children under five
- Excellent verbal and communication skills with children and parents
- Calm and caring nature
- Ability to work as part of a team
- Reliable and flexible
- High level of motivation and enthusiasm
- A good sense of humour

Desirable

- Food Hygiene Certificate Experience/ Knowledge
- Recent working knowledge of the Early Years Foundation Stage and current statutory guidance.