



## Job Description

### Early Years Learning Support Assistant

**Reporting to:** Nursery Manager/Assistant Head Early Years and KS1

**Main Purpose:** To work as a key-worker and as part of the Nursery team under the direction of the Nursery Manager to provide safe, high quality education and care for young children.

#### Main duties:

1. To assist the Nursery Manager in establishing effective teaching at the nursery.
2. To be an effective nursery assistant, offering an appropriate level of support and stimulation to children in the nursery
3. To input and assist with the planning of the curriculum.
4. To help to set up the nursery for the daily activities and ensure that it is safe, clean and tidy at the start and end of each session.
5. To act as a key worker to a small group of children, liaising closely with parents/carers and ensuring each child's needs are recognised and met. This will include keeping online journals of the children throughout their time at nursery and reporting progress to parents/carers.
6. To be flexible within working practices of the setting, undertaking other responsible duties where needed, such as domestic tasks, preparation of snack meals, cleansing of equipment, etc.
7. To advise the Nursery Manager/Member of SLT of any concerns e.g. over children, parents or the safety of equipment, preserving confidentiality as necessary.
8. To promote positive behaviour from children and to assist in establishing good standards of behaviour throughout the nursery.
9. To set a good example in terms of punctuality, attendance, behaviour and dress, and to support the development of the nursery's reputation and standing.
10. To assist the Nursery Manager in ensuring continuity and progression in the delivery of the Early Years Foundation Stage Curriculum.
11. To contribute to appropriate educational provision for children with SEN and those learning EAL with support from the SENCO
12. To teach within the framework of present nursery policies, paying particular attention to Safeguarding, Equality and Diversity, Inclusion, Special Educational Needs and Anti-Racism.
13. To support the safeguarding of pupils at all times, reporting any concerns to the DSL or Deputy DSL's (Headteacher/Assistant Head).
14. To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job.

15. To comply with the nursery's policies and procedures with specific regard to Safeguarding and Health and Safety.

16. To monitor children's progress, keep meaningful records and evaluate performance through formative assessments in line with school policy.

17. To support the aims and ethos of the Nursery at all times, promoting these to parents and carers, and to colleagues, visitors and other professionals both in the nursery and in the wider community.

18. To attend in-service training courses and meetings as required.

19. To undertake any other reasonable duties as directed by the Nursery Manager, in accordance with the nursery's development.

#### **OTHER**

- Reflect on and develop your own practice
- Attend and contribute to staff/team/school meetings and INSET when required
- Use Information Technology as appropriate in your role
- Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms following consultation with the recognised trade unions

## Person Specification

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<p>NVQ Level 3 in Children's Care Learning and Development or equivalent level 3 childcare qualification</p> <p>Willingness to learn and undertake professional development</p>	<p>NVQ Level 4 in Children's Care Learning and Development or equivalent, Foundation Degree in Early Years</p> <p>Full and valid Paediatric First Aid Certificate</p>
<b>Experience</b>	<p>Previous experience of working with young children in an early years nursery/childcare setting</p>	
<b>Skills</b>	<p>Ability to work on own initiative</p> <p>Ability to work as a member of a team</p> <p>Ability to plan (observe) and implement activities and be able to consider and cater to individual children's needs</p>	
<b>Personal qualities and characteristics</b>	<p>Confidential</p> <p>Enthusiastic</p> <p>Friendly, flexible approach.</p> <p>Commitment to equal opportunities</p> <p>Commitment to young children and families</p>	
<b>Knowledge/ special aptitudes curriculum</b>	<p>Sound knowledge of the Early Years Foundation Stage</p>	<p>Interest in the play and emotional needs of children aged between 3 and 5 years of age.</p>
<b>Other</b>	<p>To be flexible in hours and duties in order to meet the needs and requirements of the nursery</p>	