**CROCKENHILL PRIMARY SCHOOL**

**JOB DESCRIPTION**

Post: Early Years Support Assistant

Grade: KR3

Hours: 32.5hrs - Term Time Only (and one inset DAY)

Line Manager: Headteacher

Purpose:

To assist Early Years staff, as part of a professional team, in working with children on their education and social development and provide a high quality of care.

Responsibilities:

Key duties:

1. Devise and engage in the delivery of play care and learning activities. Takes responsibility for managing the provision of play, care and learning

2. Ensure standards are met at all times and assist in the development and regular review of policies and procedures to be followed

3. Ensure that children have access to appropriate activities to support their physical, emotional, social and intellectual development

4. Assist in the development and maintenance of appropriate planning, observation and assessment procedures

5. Assess needs of children including emotional, developmental and social. Produce individual development plans including for SEN children

6. Ensure compliance with policies and procedures relating to child protection, health, safety, security and confidentiality.

7. Support preparation for OFSTED inspections and action any recommendations

8. Undertake home visits.

Additional Support:

1. Attend relevant in-service training and professional development courses.

2. Understand and implement school policy in all areas, including policies relating to child protection, health, safety and security, confidentiality and data protection and behaviour.

3. Be aware and support difference and ensure all children have equal access to opportunities to learn and develop.

4. Participate in evaluation and give feedback.

5. Foster links between home and school.

6. Assist with break-time and lunch-time supervision including facilitating games and activities

7. Contribute to reviews of children’s progress.

8. Supporting and attending whole school events.

9. Contribute to the overall ethos/work/aims of the school

10. Undertake any other reasonable task as may be directed by the Senior Leadership Team.

**Person Specification:**

• At least 5 GCSE at grade C or above (including Maths and English)

• Good interpersonal skills

• Able to work independently and show imitative or as part of a team

• Good communication skills

• Good time management and organisational skills

• Has a warm personality and is able to stay calm under pressure

• Demonstrates good interpersonal skills with children and adults

• Is able to gain the confidence of children who are behaviourally challenging or

socially withdrawn

• Enjoys learning