

Job Description and Person

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have.

Note for recruiting managers: If you are recruiting for an existing post, reuse the Job Description and Person Specification that already exists for the job.

Job details

Job title: Early Years Support Assistant

Directorate: Sebright Children's Centre

Reporting to: Early Years Lead

Grade: **Scale 4**

Job description

- Purpose of the post:
- To promote language development and children's independence within a family service at lunch time.
 - To provide assistance to nursery staff, preparing food, clearing dishes and undertaking admin duties as and when needed
 - To work as part of the multi-disciplinary team within the centre

Main duties and responsibilities:

Support for children:

- Ensure meal times are calm, relaxed where children have opportunities to talk and listen to both their peers and the adult.
 - Promote good manners and polite conversation.
 - Establish constructive relationships with pupils and interact with them according to individual needs to enable children to feel calm, happy and engaged in talk.
 - Ensure that the meal arrangements comply with all school and children centre policies and provide a safe environment for pupils, including those with special needs.
 - Ensure that pupils who have special dietary needs receive the correct meal.
 - Develop children's counting skills during the lunch time session.
 - Ensure that the pupils wash and dry their hands.
 - Encourage pupils to be independent in using cutlery and in putting their dishes away.
 - Promote the inclusion and acceptance of all pupils.
 - Collect dishes and be responsible for filling and emptying the dishwasher.
 - Laundry duties and be responsible for use of the washing machine and dryer.
 - Cover any staff shortages by working in the nursery rooms or crèche when needed to foster the physical, social, emotional and intellectual development of all children attending the centre, including those with special educational needs.
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- To provide appropriate and sensitive physical care in areas such as washing, toileting, feeding and dressing.
- To work flexibly as may be required by the needs of the service i.e. working in the crèche or supporting group work

In the Garden

- Engage in children's play, promoting talk, turn taking, mark making and counting skills.
- Ensure pupils are dressed appropriately for the weather developing their independence in putting coats on.
- Be aware of any pupils with special needs who may benefit from additional support in the garden.

Communication:

- To recognise and report on child protection issues according to school and centre policy.
- Communicate any general concerns to the class teacher or keyworker at the end of the lunchtime.
- Report and record any accidents in accordance with the school's health and safety policy.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

General requirements:

- To be an active member of a multi-disciplinary team working in partnership with colleagues and offering support as necessary.
 - To attend staff meetings and supervisions as required
 - To keep up to date with current thinking by attending courses, reading documents etc. as required to fulfil this role.
 - To abide by centre health and safety policies
 - To promote the centre Equal Opportunities Policies.
 - To undertake other duties as delegated by the Children's Centre Manager and Early Years Lead
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Job title: **Early Years Support Assitant**

Person Specification

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	Essential	Desirable
Qualifications		
1. NVQ Childcare Learning & Development Level 3 – NNEB Or BTEC Childcare and Education or equivalent	✓	
Experience		
2. Working with or caring for pupils of relevant age.	✓	
Knowledge		
3. Understanding of relevant polices/codes of practice and awareness of relevant legislation.	✓	
4. Commitment to and understanding of Equal Opportunities.	✓	
5. Basic understanding of child development and learning.	✓	
Skills		
6. Good literacy skills and communication skills.	✓	
7. Confidence in dealing with children, maintaining discipline and motivation.	✓	
8. Ability to self-evaluate learning needs and actively seek learning opportunities.	✓	
9. The ability to relate easily to children, staff, parents and other agencies	✓	
10. Work constructively as part of a team, understanding classroom roles and responsibilities and own position within these.	✓	
11. The ability to work flexibly		
12. Display commitment to the protection and safeguarding of children and young people.	✓	
Commitment		
13. A commitment to and an understanding of equal opportunities and the ability to implement Hackneys Valuing Diversity Policy in this area of work.	✓	