



## JOB DESCRIPTION

<b>Post:</b>	<b>Early Years Support Assistant</b>
<b>Grade:</b>	Level 2 (Band 3, point range 5 – 6)
<b>Hours:</b>	Full time and part time
<b>Line Manager:</b>	To be confirmed

### **Purpose:**

To assist nursery 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. Work with individuals or small groups of children, under direction
2. Support behaviour management and development
3. Establish and build positive relationships with parents / carers
4. Contribute to the planning and development of learning activities
5. Contribute to the development of individual development plans (such as Individual educational plans) for children with special educational needs
6. Work with external agencies
7. Contribute to observation and assessment procedures
8. Update children's records.
9. Set up and clear away displays and activities, including ensuring that the materials and equipment are safe and clean
10. Attend to children's personal needs
11. Have key worker responsibilities for particular children
12. Demonstrate duties/mentor new staff
13. Undertake accompanied home visits.

### **Additional Support:**

1. Attend relevant in-service training and professional development courses.
2. Understand and implement academy 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 nursery.
6. Contribute to reviews of children's progress.
7. Supporting and attending whole academy/nursery events.
8. Contribute to the overall ethos/work/aims of the academy
9. Undertake any other reasonable task as may be directed by the Senior Leadership Team.

#### **Person Specification:**

- Completed a common core programme of induction for working with children
- Working towards the national occupational standards (NOS) Level 2 in skills for care and development and knowledge /skills equivalent to current National Qualifications level 2.
- Working towards NVQ Level 2 in supporting teaching and learning or equivalent
- Minimum of 5 GCSE's 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