



## Northumberland Church of England Academy Trust

### **JOB DESCRIPTION**

**JOB TITLE:** Early Years Support Assistant Level 3  
**SCHOOL:** NCEAT Primary  
**SALARY:** Band 4  
**RESPONSIBLE TO:**

Northumberland Church of England Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Trust will provide an environment in which the personal attributes, strengths and academic excellence of staff will enable the creation of opportunities for all to develop their potential to the full; creating confident, independent, versatile and successful adults, equipped with the skills and values to meet the challenges of a changing society and to provide the best possible educational foundation for life.

It is essential that the post holder actively supports the vision and ethos of the Northumberland Church of England Academy.

### **PURPOSE OF JOB:**

The purpose of this role is 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.

### **MAIN 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 that may result from inspection
8. Undertake home visits.
11. Under the direction of the Foundation Stage Leader you will be required to take responsibility for Nursery/Reception.

**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/reception.
6. Assist with break-time and lunch-time supervision including facilitating games and activities (with the exception of those working in Nursery).
7. Contribute to reviews of children's progress.
8. Supporting and attending whole academy/nursery events.
9. Contribute to the overall ethos/work/aims of the academy
10. Undertake any other reasonable task as may be directed by the Senior Leadership Team.

The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. You may be required to carry out additional duties commensurate with the level of the role.



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<b>Post Title: Early Years Support Assistant Level 3</b>		
<b>Person Specification:</b>	<b>Essential</b>	<b>Desirable</b>
<b>Experience:</b> <ul style="list-style-type: none"> <li>• Experience in gaining the confidence of children who are behaviourally challenging or socially withdrawn</li> </ul>	✓	
<b>Skills &amp; Competencies:</b> <ul style="list-style-type: none"> <li>• Good interpersonal skills</li> <li>• Able to work independently and show imitative or as part of a team</li> <li>• Good communication skills</li> <li>• Good time management and organisational skills</li> <li>• Has a warm personality and is able to stay calm under pressure</li> <li>• Demonstrates good interpersonal skills with children and adults</li> </ul>	✓ ✓ ✓ ✓ ✓	
<b>Knowledge &amp; Qualifications</b> <ul style="list-style-type: none"> <li>• Completed a common core programme of induction for working with children</li> <li>• Working at national occupational standards (NOS) for skills for children's care, learning and development Level 3 and knowledge /skills equivalent to current national qualifications level 3 plus supervisory experience.</li> <li>• At least 5 GCSE at grade C or above (including Maths and English)</li> </ul>	✓ ✓ ✓	
<b>Physical, mental and emotional demands:</b> <ul style="list-style-type: none"> <li>• Commitment to helping provide a high quality service to children and families</li> </ul>	✓	
<b>Other:</b> <ul style="list-style-type: none"> <li>• Willingness to participate in training and development</li> </ul>	✓	