

Job Description:	Early Years Assistant
Pay Scale:	3
Responsible to:	Class Teacher/Early Years Lead Practitioner



Main purpose

Alongside other Early Year staff assist in the education process by working directly with children in the classroom, in particular;

1. To ensure a warm, welcoming and safe environment is maintained and high standard of physical, emotional, social and intellectual care for children placed in the setting
2. To provide high quality care and early years learning environment for children under the age of 5.
3. Ensure that a high quality learning environment is maintained
4. Plan and facilitate appropriate learning experiences for children based on their developmental needs and interests in relation to *'The Statutory Framework for the Early Years Foundation Stage'*.
5. To assist in adapting provision where needed to ensure good or outstanding progress by all pupils within the Early Years Foundation Stage.
6. To establish and maintain appropriate contact with parents, specialist support staff, and other adults involved in the education of children.
7. To follow, maintain and promote the school core values.
8. To ensure compliance with all school policies and procedure and government legislations.

Duties and responsibilities

1. Assist other Early Years staff in the education process, by participating in the planning and development of the curriculum.
2. Observe and monitor pupil progress, adapting an agreed approach to meet particular needs and assisting with maintaining records of the children's development and attainments, as directed by the Lead Practitioner.
3. Assist in the provision of a full range of stimulating activities for children and encourage their physical, intellectual, emotional and social development.
4. Promote the development of numeracy, language and speech, PSE and physical development including providing additional support to children with special needs or bilingual learners, by working alongside the teacher.
5. To develop high quality interactions with children, to build on and extend their learning.
6. Act as a key worker for a group of children
7. Maintain secure relationships with pupils, ensuring the care, health and welfare of the children at all times.
8. As directed provide additional care for pupils with particular needs as part of a planned programme and help maintain formal records.
9. Maintain supportive relationships with parents referring difficult or sensitive matters to the Lead Practitioner.
10. To share in the responsibility for safeguarding and promoting child welfare of all children within the nursery and to adhere to the schools safeguarding procedures.
11. To ensure good standards of hygiene and cleanliness are maintained at all times and be responsible for the Health and Safety standards appropriate for the needs of young children.
12. Assist with maintaining good discipline of pupils throughout the setting at all times. When directed escort and supervise pupil(s) on planned visits.
13. To value parental contributions to the care of all children.

14. To ensure confidentiality of all information received by staff within the school.
15. Assist the Lead Practitioner by receiving instructions directly from professional or specialist support staff involved in the children's education. These may include social workers, health visitors, language support staff, speech therapists, educational psychologists, and physiotherapists.
16. The postholder shall ensure that the duties of the post are undertaken with due regard of the School's Health & Safety Policy, Code of Conduct and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.
17. Any other duties required by the Lead Practitioner, AHT or Headteacher within the scope of this post.

Other responsibilities

1. Take responsibility for own professional development by seeking opportunities and attending relevant training.
2. To be aware of and comply with all Safeguarding policies and procedures.
3. Be committed to the school aims and values and contribute to the wider life of the school.
4. Be willing to undertake first aid training and provide first as to staff and pupils as required.
5. Ensure that the duties of the post are undertaken with due regard of the Health and Safety Policy, Code of Conduct and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.
6. Any other duties required by the Leadership Team within the scope of this post.

An enhanced DBS clearance will be required for this post

All schools and services in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within Enfield are expected to share this commitment.