



BRONTË HOUSE SCHOOL

OUTLINE JOB DESCRIPTION

TEACHING ASSISTANT/EARLY YEARS PRACTITIONER

JOB TITLE	Teaching Assistant/Early Years Practitioner
LOCATION	Brontë House School
RESPONSIBLE TO	Nursery Manager/Head
RESPONSIBLE FOR	Children at Bronte House and Ashdown Lodge (2-11 years)
HOURS OF WORK:	Part Time – 12 noon to 5.30pm, Monday to Friday, 52 week contract with 15 minute paid break each day
ANNUAL LEAVE:	20 days holiday pro rata

The school is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff and volunteers to share this commitment.

RESPONSIBILITIES

- To be aware of the high profile of Ashdown Lodge and Bronte House and to uphold its standards at all times.
- To be an ambassador for the school both within the school and in the wider community.
- To provide the highest standards of quality care and education.
- To ensure that health and safety and security measures are constantly maintained.
- To ensure you are aware of risk assessments for staff and children.
- To be aware of and act in accordance with current legislation, policy and procedures, with particular regard to child protection, safeguarding and Early Support. To report accidents and incidents in-line with school procedures. To be aware of safeguarding, welfare and wellbeing issues at all times and to ensure the children's needs in these areas is being met.
- To become familiar and work with the policies and procedures of the school and EYFS department. To be able to carry out duties such as intimate care, accidents, medical and dietary requirements of individuals.
- To have sound knowledge of the current EYFS curriculum and to undertake training to remain up to date when appropriate. To be able to identify children's individual developmental needs.
- Work alongside the Nursery Manager / Room leader and staff team to ensure that the vision, philosophy and objectives of Bronte House School are fulfilled. Maintaining good lines of communication at all times and to always carry out your duties to the best of your abilities.
- To be flexible within working practices of the school. Be prepared to help where needed, including to undertake certain domestic jobs within the school, e.g. preparation of snack meals, cleansing of equipment etc. Also flexibility with regard to working in different rooms as and when required to ensure effective operation of the school.
- To be equipped to work both inside and outside and on messy activities and will always be dressed appropriately and smartly for a school environment.



- To develop your role within the team especially in your capacity as a key worker, liaising with parents and other members of staff. To talk to children in an appropriate manner.
- To be punctual at all times, and supportive to all staff, engaging in a good staff team.
- To deliver the programmes of education appropriately and to be part of the planning and assessment process as required.
- To attend ALL out of working hours activities, e.g. training, staff meetings, parents evenings, events, etc.
- To attend annual appraisal meetings and supervision meetings and to use targets set to improve professionally, undertaking training as required.
- To ensure equality within the setting by contributing to the provision of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development.
- To work in close partnership and to develop and maintain good relationships with parents/carers and other family members. To be open and welcoming and polite at all times.
- To ensure our setting remains inclusive by working alongside parents of special needs children to give full integration into the school. Where possible, to foresee the needs of Special Needs children and give physical, emotional, intellectual guidance and support as appropriate within the SEND policy guidelines of the school.
- To work alongside other agencies when required (e.g. speech and language therapists).
- To fulfil assessment requirements by contributing to the children's individual profiles through the required platform.
- To respect the confidentiality of information received and to use mobile phones and other such devices only in designated places and on designated occasions.
- To ensure good standards of hygiene and safety standards appropriate for the needs of young children. Reporting any maintenance requirements immediately. To be vigilant at all times with regard to these matters.
- To participate fully in the Holiday Provision and maintain standards of care and welfare during this period.

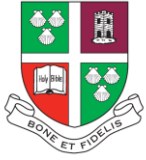
SKILLS

Essential: Experience of nurturing and engaging positively with children.
 Good communication skills
 Level 3 or above qualified nursery practitioner

Desirable: Experience of 1 year
 Experience of working in a nursery / school nursery

SPECIFIC CHILD CARE TASKS:

- The preparation and completion of activities to suit the child's stage of development
- To ensure that mealtimes are a time of pleasant social sharing
- Washing and changing children (when required)
- Providing comfort and warmth to all children
- Providing conscientious and effective supervision of the children
- To interact, engage and supervise children, encouraging them and support their learning
- To act as a role model at all times and use appropriate language
- To maintain and reinforce good and fair behaviour
- To ensure toys and equipment are looked after and stored correctly
- Assist with settling in new children
- To be aware of ratio requirements when working with children.



As this role involves substantial access to children, it is important that you provide legally accurate information. Upfront disclosure of a criminal record will not automatically prevent appointment; we will consider the nature of the offence, how long ago it occurred, the age at the time, and any other relevant factors.

If you are shortlisted, you will be asked to complete a self-disclosure form prior to interview. Any information disclosed will be discussed at interview and handled confidentially.

This post is exempt from the Rehabilitation of Offenders Act 1974.

Applicants must disclose all spent and unspent convictions, cautions, reprimands and warnings that are *not* ‘protected’ under the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975, as amended in 2013 and 2020). Certain spent convictions and cautions are legally ‘protected’ and must not be disclosed to employers.

Further guidance on what must be disclosed can be found in the Ministry of Justice guidance on the ROA, the DBS filtering rules, and through organisations such as Nacro and Unlock.

Equal Opportunities Employer

Woodhouse Grove School is committed to eliminating discrimination and encouraging diversity amongst our workforce. We aim to provide quality and fairness for all job applicants and employees and not to discriminate, or to receive less favourable treatment, on grounds of age, disability, race, gender reassignment, marriage and civil partnership, pregnancy and maternity, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. Employment decisions will be made on the basis of each applicant’s job qualifications, skills, experience, and abilities. Applicants or employees with questions or concerns relating to discrimination for any of the reasons listed above should contact Saima Hussain, Head of Human Resources.

Child Protection and Safeguarding Policy

Woodhouse Grove School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment by complying with the School’s Safeguarding Policy and Staff Code of Conduct at all times. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and The Disclosure and Barring Service.

As part of the shortlisting process, online searches on shortlisted candidates will be carried out as part of its due diligence.

Signed:

Name:

Date: