

Wheatley CE Primary School

Job Description

Name:

Title: Early Years Support Worker Grade 5

Responsible to: Class teacher/ EY Phase Leader / Headteacher

Job Purpose

- To respond to the individual needs of children and support them to reach their potential
- To contribute to providing a responsive, nurturing and stimulating environment for foundation stage children
- To establish stable and consistent relationships with individual children and their families/ carers
- To work within the context of the local community, and in partnership with families, carers and professionals

Key Tasks

1. To promote the setting's vision and values through provision and practice.
2. To work to the current national and Ofsted EYFS requirements.
3. To meet the needs of all the children in the setting (Reception) through physical care, relationships, play and interaction, including supporting those with additional needs and/ or Education Health Care Plans (EHCPs).
4. To actively contribute to a nurturing, stimulating and challenging environment for all children both indoors and outdoors.
5. To undertake the role of keyperson for focus pupils.
 - To take responsibility for observations of individual children which enable staff to respond to and plan for children's individual needs and development.
 - To plan for individual children to celebrate and extend their interests, well-being and learning.
6. To work in partnership with parents and carers.
7. To have shared responsibility for maintaining appropriate resources and equipment.
8. To actively contribute to the on-going assessment of individual pupils and groups.
9. To deliver targeted additional teaching groups as required by the class teacher.
10. To work as a member of the team, support other team members and attend and contribute to weekly team meetings.
11. To respect and respond to an individual's rights and to their family and community backgrounds.
12. To promote equality of opportunity and inclusive practice.
13. To reflect on personal practice and contribute to the monitoring and evaluation of practice and provision within the setting.
14. To have a commitment to personal professional development, e.g. through training and appraisal.
15. To be a Paediatric First Aider and administer First Aid as required.
16. To follow all school policies and procedures, including safeguarding, equality, health and safety, confidentiality, data protection and freedom of information.
17. To safeguard and promote the welfare of all pupils in line with all relevant school and ODST policies.

18. To take responsibility for your own health and safety and that of others affected by what you do, or do not do.
19. To undertake such other duties as may be reasonably required by the Early Years Phase Leader, Deputy Head, Inclusion Lead or Headteacher.