

Soke Education Trust
JOB DESCRIPTION
Assistant Early Years & Childcare Practitioner

Position: Assistant Early Years & Childcare Practitioner

Salary: NJC 3 - 5 £24796-£25583

Responsible to: Early Years & Childcare Manager

Core Purpose: To provide practical, hands-on support in our pre-school and early years, assisting qualified practitioners and ensuring children are safe, cared for, and engaged throughout the day

To meet the Trust's aim to:

“Strive for high expectations, explore the world we live in and transform life opportunities to enable children to learn important knowledge, skills and concepts so they make meaning of the world and thrive within it.”

Overall responsibility

As our Assistant Early Years & Childcare Practitioner, you will provide nurturing, high-quality care and education for children from the age 2 across preschool and early years, building strong relationships with families whilst ensuring safety, development, and wellbeing

Preschool & Early Years Support

- Support qualified practitioners with the delivery of the EYFS curriculum
- Assist with daily activities and routines
- Supervise children during indoor and outdoor play
- Provide personal care to children including nappy changing, toileting support, handwashing, and other hygiene routines
- Maintain children's dignity, privacy, and safeguarding during all personal care tasks
- Follow all intimate care policies and procedures, reporting any concerns immediately to qualified staff
- Prepare resources and materials for sessions
- Maintain a safe and welcoming environment

Hygiene & Health & Safety

- Keep the facility Follow health and safety, and school policies at all times
- Report any concerns or incidents immediately in line with procedures

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be subject to an enhanced DBS check and medical questionnaire.

Soke Education Trust is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

- Maintain a safe and clean environment for all children and staff - keep the environment organised and carry out light cleaning tasks
- Administer first aid (if trained), manage allergies and medication appropriate

Direct Work with Children

- Deliver preschool provision
- Support children across all age groups as required
- Model best practice and foster a positive, nurturing environment
- Be prepared to support children's hygiene & intimate care
- Be prepared to support children to develop behaviour strategies and self-regulation
- Work in the school, provide outdoor supervision and on occasions attend trips and make home visits

Special Educational Needs

- Identify children with additional needs
- Implement support plans and interventions
- Work with external agencies (e.g., speech therapy)
- Support inclusive practice

Safeguarding

- To ensure an environment that safeguards all pupils
- Encourage good practice by promoting and championing the child protection policy and procedures
- Respond appropriately to disclosures or concerns which relate to the well-being of a child, following school policies at all times.
- Attend and participate in relevant training, sharing the knowledge and ideas gained with colleagues
- To read and keep up to date with changes to school policies and DfE guidance

This job description may be amended at any time after discussion with you, but in any case, will be reviewed at the beginning of each new school year.

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