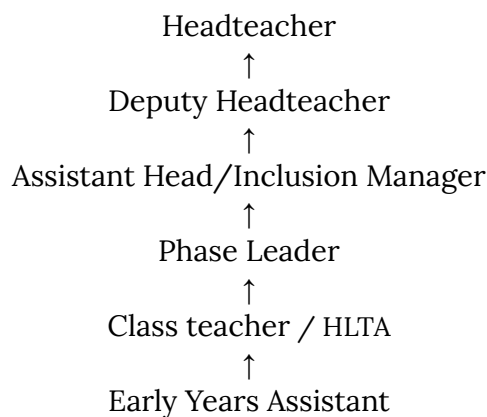




JOB DESCRIPTION

TITLE:	Early Years Assistant (1)
SCHOOL:	Bushmead Primary School
RESPONSIBLE TO:	Headteacher
GRADE:	L2
PURPOSE OF POST:	The Early Years Assistant will be working alongside our Early Years Team in our Nursery or Reception with our 2 – 5 year olds.

ORGANISATION CHART:



PRINCIPAL RESPONSIBILITIES:

1. Provide support in the setting by interacting with children, or carrying out other duties as specified by the class teacher or team leader
2. Provide support to individual children as directed by the class teacher or team leader
3. Assist in preparations for teaching and learning, helping to set out and clear away activities and equipment, putting up displays, organising resources such as mixing paints, cutting paper, sorting toys, tidying the home corner, helping to maintain the order and cleanliness of the learning environment both indoors and outside.
4. Assist in the care and supervision of children in the indoor environment and the playground, and take part in the children's daily routine, including mealtimes and nappy changing.
5. Accompany staff on school outings, assisting in the supervision of children
6. Accompany staff on home visits if and when required
7. Provide feedback to parents, teaching and other staff on children's daily routines and progress

8. Contribute to the classroom environment's order and cleanliness, including classrooms, outdoor areas and storage.

DIMENSIONS:

Supervisory Management: None

Financial Resources: None

Physical Resources: Classroom materials, equipment and resources

Other:

CONTEXT: All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focusing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

This post meets the definition of 'Regulated Activity' as defined in the Safeguarding Vulnerable Groups Act 2006.

Because of the nature of this job, it will be necessary for an enhanced DBS check to be undertaken. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare all unspent cautions and convictions; and also any adult cautions (simple or conditional), and spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020). A person's criminal record will not in itself prevent a person from being appointed to this post. Applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying. However, in the event of the employment being taken up, any failure to disclose such offence, as detailed above, will result in dismissal or disciplinary action by the School / Authority.

Disclosures are handled in accordance with the DBS Code of Practice, which can be accessed via www.gov.uk/government/publications/dbs-code-of-practice

'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.'

Physical Effort: The job is likely to involve some lifting of children and equipment on a regular basis. Training will be provided.

Working Environment: There is a requirement to deal with vomit and bodily fluids when children are unwell, and to participate along with the staff teams in regularly changing nappies and toilet training.

Person Specification

This acts as selection criteria and gives an outline of the types of people and the characteristics required to do the job.

Essential (E) :- without which the candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Demonstrable experience of working with children aged 0 – 5.	1,2	Experience working with children with special needs.	1,2
Skills/Abilities	Demonstrable ability to communicate effectively with children and adults.	1,2		
	Basic numeracy to support the learning needs of pupils at the relevant Key Stage.	1,2,5		
	Basic literacy to support the learning needs of pupils at the relevant Key Stage.	1,2,5		
	Able to work as a member of a team.			
	Able to contribute to the support of children in all areas of personal development.	1,2 1,2		
	Able to converse with ease with members of the public and provide effective help or advice in accurate and fluent spoken English	1,2,5		
Equality Issues	Able to recognise and act on discrimination.	1,2		
Specialist Knowledge	An appreciation of how children learn. Some knowledge of the Early Years Foundation Stage	1,2		
Education and Training	Minimum NVQ Level 2 in Childcare	1,2,4	First Aid Qualification	1,2,4
	Willing and able to undertake training and development activities as required.	1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours, and attitudes to the use of authority and maintaining discipline.

We will consider any reasonable adjustments under the terms of the Equality Act (2010), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018) and General Data Protection Regulation (2018)