

Knebworth Primary & Nursery School

Headteacher: Miss S Bains

Job Description: Early Years Inclusion Assistant

Reports to: Headteacher/Early Years Lead

Salary Range: H1 -2 *depending on experience and qualifications*

Responsible to: Class Teacher

Purpose of the Role

- To provide a high standard of physical, emotional, social and intellectual care for children in EYFS.
- To work as part of a team in order to provide an enabling environment in which all individual children can play, develop and learn.
- To build and maintain strong partnership working with staff, parents and other external practitioners to enable children's needs to be met.

Main Duties

Under the direction and supervision of qualified staff:

- Assist in providing a safe, caring, stimulating educational environment, both indoors and outdoors, at all times.
- Assist in the delivery of the EYFS ensuring that the individual needs and interest of children in the setting are met (in conjunction with other team members)
- Assist in the delivery of activities enhancing children's social and educational development implementing effective assessment procedures.
- Assist in setting up and clearing away of displays and activities, including ensuring that the materials and equipment are safe and clean.
- Attend to children's personal needs including assisting in children at mealtime.
- Exchange information with parents/ carers.
- Assist other staff with the assessment procedures and systems to ensure children's progress and their records are maintained.
- To be involved in out of working hours activities, e.g. training,
- To be flexible within working practices of the setting, undertaking other responsible duties where needed, such as domestic tasks, preparation of snack meals, cleansing of equipment, etc.
- To read, understand and adhere to all schools' policies and procedures
- To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job.
- To ensure good standards of safety, hygiene and cleanliness are maintained at all times.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Equality

- Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop in line with school policy

Health & Safety

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person in line with school policy

Additional Information

The jobholder is required to contribute to and support the overall aims and ethos of the school.

All staff are required to participate in training and other learning activities, and in performance appraisal and development, as required by the school's policies and practice.

The specific duties attached to any individual staff member are subject to annual review and may, after discussion with the staff member, be changed.



This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form.

This role will be reviewed annually as part of the Performance Appraisal process.

Signed: _____

Name: _____

Date: _____

