

EASTWOOD NURSERY SCHOOL CENTRE FOR CHILDREN AND FAMILIES

JOB DESCRIPTION

Learning
Support/Early Years
Assistant –
Casual post

Responsible to: Day Nursery Manager

Accountable to: Team Leaders

Purpose of Job

The Learning Support/Early Years Assistant will support access to learning for children and provide general support to the Team Leader in the management of children and the rooms. The Learning Support/Early Years Assistant will contribute to the overall ethos, work and aims of the Day Nursery and Eastwood, and participate in training and other learning activities as required.

Tasks

- Support the team in ensuring challenging first hand experiences and a stimulating environment is accessible to children
- Attend to the children's personal needs, and implement related personal programmes
- Supervise and support children ensuring their safety and access to learning
- Establish good relationships with children, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all children
- Encourage children to interact with others and engage in activities led by the team
- To be committed to the principle of play as a key factor in children's learning
- Encourage children to act independently as appropriate

Support for Team Leaders

- Prepare the room as directed for sessions and clear afterwards. Assist with the display of children's work
- Ensure issues are reported to the Key Person or management as appropriate
- Support the Team in managing children's behaviour

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- Gather and report information from and to parents or carers as directed
- Undertake welfare tasks – for example, helping children to change clothes

Support for the Curriculum

- Support children to understand language
- Support children in achieving age related expectations
- Support children in undertaking activities as directed by the Team
- Supporting children in using basic ICT
- Prepare and maintain equipment and resources as directed by the Team and assist children in their use

General

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all children have equal access to opportunities to learn and develop
- Contribute to the overall ethos, work and aims of the Eastwood Nursery School Centre for Children and Families
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Accompany staff and children on visits, trips and other off site activities as required.

Safeguarding

- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.

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- To be fully aware of the principles of safeguarding as they apply to children in relation to the worker's role
- To ensure that your line manager is made aware and kept fully informed of any concerns, which you may have in relation to safeguarding and/or child protection.

This job description sets out the main duties such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations may occur and cannot of themselves justify a re-grading of the post.

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Person Specification

Learning Support/Early Years Assistant
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	Essential	Desirable
Previous Experience		
Working with or caring for children of relevant age	x	
Skills & Competencies		
Good numeracy and literacy skills	x	
Commitment to working in an anti-discriminatory environment	x	
Good oral and written communication skills	x	
Personal Attributes		
To be able to relate well to children and adults.	x	
Committed to continuing professional development.		x
A team player	x	
Knowledge and understanding of child protection issues.		x
An understanding of the Key Person approach		x