



## Job description: Early Years Assistant/Practitioner (Bank Staff)

Job title: Early Years Assistant/Practitioner

Responsible to: Manager

Purpose of the job: To work as part of the pre-school team under the direction of the manager and deputy manager. To provide safe, high quality education and care for young children which meets the individual needs of children attending the setting.

**Safeguarding requirement:** Brightwell Pre-school is committed to safeguarding and promoting the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

### Main duties

1. To support children to make progress, offering an appropriate level of support and stimulating play experiences.
2. To help to set up for the daily programme and to help tidy away at the end of the session.
3. To work in partnership with parents/carers and other family members.
4. To advise the Manager of any concerns e.g. health and well-being of children, parents or the safety of equipment, preserving confidentiality as necessary.
5. To give 1:1 support for children as required to provide equality of access to the curriculum and to enable full participation in the activities available. To provide 1:1 care for children as required. To work alongside the SENCo, the child's key person, the child's family and any other professionals supporting the family.
6. To ensure that children are kept safe and that you understand when to follow child protection procedures.
7. To support meal times within the setting.
8. To attend training courses as required.
9. To keep completely confidential any information regarding the children, their families or other staff, which is acquired as part of the job.
10. To be aware of and adhere to all the setting's operational policies and procedures, e.g. health and safety, fire precautions, dropping off and collection of children, food safety, cleanliness of the setting.
11. To ensure that adequate records are kept and updated regularly.



12. To promote the setting to current parents and potential customers.
13. To assist key persons with observations and care of their children in a buddy system as required.
14. To have input into planning with ideas and supporting team to gather resources for activities.
15. To attend meetings as required, for example staff meetings and Parent Group Meetings.
16. To have a flexible approach with hours worked.

**This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager. The post holder is also expected to be flexible and adaptable in their approach to fulfilling their duties.**

## **Person specification**

### *Essential criteria*

1. Willingness to learn and undertake further training.
2. Previous experience of looking after young children.
3. Interest in child development from birth to five years.
4. Good communication skills.
5. An interest in play-based approaches to children's learning and development.
6. A commitment to continuously promote a culture of safeguarding.
7. A commitment to equal opportunities.
8. A commitment to working effectively with young children and families.
9. A positive and flexible approach at work which facilitates the development of effective relationships.
10. Knowledge of safeguarding and child protection procedures





*Desirable criteria*

1. Level 2 and 3 early years education and childcare qualification or equivalent.
2. Current First Aid at Work qualification.
3. Knowledge of the Early Years Foundation Stage (EYFS).

**This post is exempt from the Rehabilitation of Offenders Act (1974) and does require an enhanced Disclosure and Barring Service Check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.**

