EARLY YEARS ALLIANCE
50 FEATHERSTONE STREET LONDON EC1Y 8RT

Registered as an Educational Charity

JOB DESCRIPTION

JOB TITLE: **FLEXIBLE EARLY YEARS ASSISTANT**

BASED: **ALL AREAS**

RESPONSIBLE TO: **MANAGER, EARLY YEARS DEPUTY MANAGER, LEAD EARLY YEARS EDUCATOR**

RESPONSIBLE FOR: **NONE**

JOB PURPOSE:

To be a proactive member of the team that provides a safe, stimulating, and inclusive environment in which children are supported and encouraged to achieve their full potential.

To support the Nursery Management team in delivering high quality care following policies and procedures.

SAFEGUARDING REQUIREMENT:

The Alliance is committed to safeguard and promote 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:

Working with children;

1. To plan for children's learning and development needs by providing stimulating and age-appropriate play and learning experiences both indoors and outdoors.

2. Carry out observations to establish children's individual development, general health and well-being needs. Using the nursery management information system, maintain a consistent standard of observation and assessment records, including the 2-Year-Old progress check.

3. To assistant in the supervision of children, assessing risk, to protect them from dangerous or harmful situations.

4. Encourage and foster positive relationships with parents, carers and guardians to work in partnership to meet children's individual needs. Offer support and guidance

and ensure parents/carers are regularly involved in discussion about their child's progress.

5. To be aware of any special educational needs or disability a child may have and work with other staff as appropriate to ensure each child's individual needs are known and met.

6. To provide a learning environment that is free from discrimination where each child is listened to, valued and respected.

7. To assist in the preparation of snacks, ensuring that all children's dietary and cultural needs are met, and consideration is given to allergy requirements.

8. To promote environmentally sustainable practice and encourage children's understanding of environmental sustainability.

Operational;

9. Contribute to the daily running of the room and planning of activities.

10. To read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting.

11. To adhere to the Alliance's safeguarding procedures to promote the welfare and safety of children within the setting. To share any welfare or child protection concerns immediately with the Manager.

12. To ensure that accurate records are kept. For example, accidents and incidents are recorded as outlined in the policies and procedures.

13. To be aware of and share data about the progress of key groups of children and contribute to the planning of activities and delivery of curriculum.

14. To arrange and attend parents, carers and guardians' meetings to allow two-way discussion on child's progress on a regular basis.

15. Demonstrate an understanding of and ability to implement the Statutory Framework for the Early Years Foundation Stage.

Team working;

16. To develop your role within the team in line with the Charity's Performance, Standards and Values.

17. To offer support and guidance to volunteers, students on placements and work experience pupils in the setting.

18. To contribute to and attend their supervisions.

19. To attend and contribute at regular staff/team meetings.

20. To work effectively within the team to provide cover within the setting at short notice and be prepared to work in any room as required by senior staff.

21. To attend any conferences, training events or meetings as identified by senior staff.

22. To ensure adherence to Alliance's code of practice on confidentiality and to be compliant with GDPR.
23. To keep up to date with current good practice.

24. To perform any other duties as deemed necessary by the Senior Worker, Deputy or Setting Manager.

EQUALITIES:

The post-holder must be aware of and respect differences and ensure that children have equality of access to opportunities to learn and develop. They must have an understanding of and commitment to equality of opportunity and anti- racism issues.

POLICIES AND PROCEDURES:

The post-holder must be aware of and comply with all the charity's policies and procedures including those relating to: child protection, health & safety and security, confidentiality and data protection, bribery and corruption, signing agreement and contracts and financial.

This job description is not an exhaustive list of duties and you will also be required to carry out any other duties which may reasonably be required of you in accordance with the needs of the Alliance. You are also required to be flexible and adaptable with respect to your role.

PERSON SPECIFICATION:

Essential Criteria:

1. It is a statutory requirement that: "staff have a sufficient understanding and use of English to ensure the well-being of children in their care." Section 3.26, EYFS (2014).

2. A commitment to continuing professional development.

3. Experience of dealing with young children.

4. A commitment to commence a NVQ 2 in childcare or the Certificate of Pre-school practice within the first year of employment.

5. Ability to communicate this includes the ability to establish rapport and credibility with external agencies, mothers, fathers and guardians and other carers. Ability to produce clear, accurate and well-written reports and correspondence in English, e.g. for observations, behavioral and development.

6. Ability to build good partnership working relationships with colleagues.

7. A commitment to equal opportunities and to be aware of the harmful impact on children of discriminatory experiences and ensure that children feel valued and respected for who they are.

8. Commitment to the learning and development of young children and families.

9. Friendly, flexible approach.

10. Good customer awareness.

11. Ability to work as a part of a team and on own initiative.

Desirable:

1. Experience of having worked with young children.

2. Looking to development further

TERMS & CONDITIONS:
Grade: DSP Bank
Hourly rate:
Allowances (if applicable)
Annual Leave: 28 days inclusive of 8 days of Bank Holidays pro rata

Pension: The table below shows what the base contributions are, and the dates they will rise. You can also choose to give more than the minimum amount should you wish.

Date effective	Employer minimum contribution	Employee minimum contribution	Total minimum contribution
6 April 2019 onwards	3%	5%	8%

JOB DESCRIPTION SIGN OFF

Date issued by Manager:
Name: Claire Reid

Signature: 

I confirm that I have received a copy of this job description and have had any questions about it answered.

Name of post holder:

Signature:

Date: