PETERBOROUGH CITY COUNCIL

Job Description

School:	Caverstede Nursery School
Job Title:	**Early Years Assistant (EYA)**
Grade:	Grade 4, SP 11-14
Reports to (job title):	Class Teacher/Class Deputy
Jobs reporting to this post.	
DBS Check applicable?	**Enhanced**
	Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?
	No
Line Management responsibility for:	**No. of direct reports:**
	No. of indirect reports:
Size of budget:	**None**

Main Duties and Responsibilities:

1. Internal Responsibilities

- Responsible to the Class Teacher and Class Deputy.
- To pursue actively and to assist with the implementation of the aims and policies of the School,
- To plan the work programme with the Class Teacher and Special Educational Needs Coordinator for each child within your care and to deliver this programme.
- To work with and support the classroom teacher/ Class deputy in planning and delivery of the daily curriculum.
- To assist the Class Teacher / Class Deputy in creating a happy and stimulating environment for the children.
- To know the children for whom you are responsible ensuring their safety and welfare at all times.
- To understand the additional needs involved and to work with colleagues to develop strategies to aid the children to learn as effectively as possible both in group situations and on his/her own. Allocate time for thinking and reflection.
- To be aware of, and in empathy with, the particular needs of these children.
- To promote the development of listening skills and communication and to ensure that the child understands your instructions.
- To ensure that the child is able to use the equipment and materials provided.
- To motivate and encourage the child as required.
- To promote an inclusive culture for all pupils.
- To become the key person for a designated group of children forming a sound and professional

relationship with their parents/carers.

- To plan and deliver the required and appropriate programme for each child in your care.
- To make the necessary arrangements for each child to have access to the accommodation and equipment as required for the action of their daily programme.
- To record the progress of each child as required by the policy of the School.
- To supervise small groups of children for example storytelling, singing, outdoor activities, under the guidance of the Teacher/Class Deputy.
- To be part of the extended provision providing early and late clubs.
- To be aware of child protections issues and report any signs of illness, neglect or apparently non-accidental injury.
- To understand basic first aid for the children as required.
- To have an awareness of the role of external agencies and their involvement with these children, and to work with them to obtain the maximum benefit for each child.

Responsibilities as a SchoolTeam Member

- To comply with all the policies, practices and procedures of the School and to carry out all duties with full regard to the agreed equal opportunities principles.
- To work with professionalism and confidentiality at all times.
- To attend the School meetings when appropriate.
- To play a full and active role in the School's Professional Development including dedicated days.
- To actively promote the work of the School at all times.
- To undertake any other reasonable duties the Headteacher may require.

Generic Responsibilities:	To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy. To comply with all Health & Safety at work requirements as laid down by the employer.
Flexibility Clause:	Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.
Variation Clause:	This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.

DATE: 19th November 2018 **COMPLETED BY:** Business Manager

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Person Specification

JOB TITLE:	Early Years Assistant		
SCHOOL:	Caverstede Nursery School	**GRADE:**	Grade 4, SP 11-14
HOURS	*Term time 195 days 32.5 hours*		
DIVISION:	Children's Services	**HEADTEACHER:**	Debbie Hayes
DATE:	19th November 2018	**COMPLETED BY:**	Business Manager

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	• A knowledge and understanding of how schools are organised and operate • An understanding of the value of parent/carer involvement • Knowledge and understanding of the Early Years Foundation Stage Curriculum	• An understanding of a child's needs in gaining access to the curriculum • An understanding of how to safeguard and promote the health, safety and welfare of children • A knowledge of the Early Help Assessment process
SKILLS & ABILITIES	• Ability to plan and lead purposeful play opportunities and educational programmes/ activities with individual and groups of children that enables them to progress to the next stage of learning • Ability to work as a team • Ability to work with enthusiasm and initiative • Effective communication skills, verbal and written • The ability to converse at ease with staff, children, families and members of the public and provide advice and information in accurate spoken English	• Ability to organise own workload • Ability to write accurate reports for parents and other agencies • Awareness of SEN Support
EXPERIENCE	• Experience of working with young children • Experience of early years development of children • Experience of assessing and recording the progress of children and the ability to plan next steps • Experience of being a Key Person to a group of children	• Experience within an educational environment • Experience of working with children with special educational needs and disabilities
QUALIFICATIONS	• NVQ Level 3 or equivalent in Early Years or Childcare • English and Maths GCSE grade C or above qualification or equivalent	• Further relevant qualification/s • Working towards a further Qualification
PERSONAL CIRCUMSTANCES		• Driving licence and business insurance
EQUALITY	• Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities	
CUSTOMER CARE	• Knowledge and understanding of effective customer care	