Job Profile
Nursery/Early Years Assistant- (Section 27)

Job purpose:	Under the direction of the Nursery/Early Years Lead Practitioner to support work/care/support programmes to enable access to play and learning for children. To carry out general duties associated with food and activity preparation. To give support for SEN children providing particular help for those children with learning difficulties and/or behavioural, social or physical disabilities, as required.		
Reporting to:	Nursery/Early Years Lead Practitioner		
Responsible for - Staff	None		
Liaising with:	Children, teachers, senior staff, visitors to the nursery and school		
Grade of post:	G2	**Gauge ref:**	A23287
Disclosure level:	Enhanced		

Job Outline

- To supervise and provide particular support for children (aged 0-5 years), ensuring their safety and access to learning activities.
- To establish constructive relationships with children and interact with them according to individual needs.
- To respond appropriately to the individual needs of pupils including if required to attend to pupils' personal needs which may include aiding with toileting and dressing.
- To clean spillages and ensure that tables are clean during mealtimes.
- To assist with first aid, sickness and other welfare issues
- To prepare the nursery area as directed in readiness for the session and clear at the end of the session.
- To provide specialist support to children with barriers to learning on a one to one basis or in a small group.
- To assist children with eating if required
- To promote the inclusion and acceptance of all children.
- To encourage children to interact with others and engage in activities led by all practitioners.
- To create and maintain a purposeful, orderly and supportive environment, in accordance with activity plans and assist with the display of children's work.
- To provide feedback to Nursery/Early Years Lead Practitioner on children's achievement, progress and problems.
- To promote good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- To provide clerical/admin support, for example photocopying, collection of money.
- To take responsibility for groups of children on visits, trips etc under the supervision of the Nursery/Early Years Lead Practitioner teacher as may be reasonably directed.

- To be committed to safeguarding children at all times and follow associated procedures.

Other Specific Duties

To carry out the duties in the most effective, efficient and economic manner available.

To continue personal development in the relevant area.

To participate in the staff, review and development appraisal process.

Health and Safety Training

To undertake Health and Safety Training on areas within the designated work area.

Schools Job Profile Acceptance Form
Nusery/Early Years Assistant (Section 27)

SIGNATURES / AUTHORISATION

Job profiles are general, rather than explicitly describing any particular role and staff would not necessarily be expected to carry out all of the activities described. However, staff may also be expected to undertake some duties which are not detailed in the job profile.

I/we agree that this job profile is an accurate reflection of the duties, skills and responsibilities of the post.

Signed Governors: _____ Date .....

Signed Headteacher: _____ Date .....

Signed Jobholder: _____ Date .....

Print Name Jobholder: _____ NI No: .....

School Name: _____

DFES _____

Please sign and return to your manager.

Person Specification / Selection Criteria
Nursery/Early Years Assistant – (Section 27)

A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Experience of working and interacting with children (aged 0-5)with varying learning needs		D	A, I

B. Training and Qualifications

	Essential	Desirable	Source
A full and relevant Level 2 qualification (or above) in Early Years/Child Care **OR** A full and relevant Level 2 (or above) Teaching Assistant qualification that was achieved in the Early Years Foundation Stage of a maintained provision.		D	A, I
Basic level of literacy & numeracy	E		A, I
Willingness to undertake further relevant teacher assistant training		D	I
Willingness to undertake basic first aid		D	A, I
Willingness to undertake safeguarding training	E		
To have attended at least one of the following: ELKLAN, ECAT, toddler talk, letters and sounds or SENCO training		D	A, I

C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Knowledge of basic Health and Safety		D	A, I
Basic knowledge of how to use ICT to support learning	E		A, I
Understanding of how to use relevant equipment/resources	E		A, I
Some knowledge of children's games and activities	E		A, I
A knowledge of the early years foundation stage curriculum		D	A, I
Understanding of relevant policies, codes of practice and awareness of relevant legislation		D	A, I

Basic understanding of child development and learning processes		D	A, I

D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Ability to communicate with and relate well to pupils and adults	E		A, I
Ability to work under supervision and as a team member	E		A, I
Ability to work in accordance with the school's health and safety policies	E		A, I
Ability to deal with minor injuries		D	A, I

E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I