



JOB DESCRIPTION

Job Title	Early Years Assistant (EYA)
Level	Unqualified
Salary Scale	£15,080 – £16,640 (Minimum £15,392 if undergoing an apprenticeship)
Location	4 Street Nursery / Northwood Nursery

Main purpose of the position

To offer children a safe, secure, caring and supportive environment, providing opportunities to foster their growth and development within the nursery.

Supervisory responsibility

This role does not directly supervise other employees however, support may be required on occasions for temporarily assigned students or work placements.

Main responsibilities and tasks

- To support the nursery's commitment to safeguarding children in all aspects of the nursery service.
- To ensure the inclusion of all children, parents, staff and other nursery users.
- To demonstrate high levels of communication in all aspects of their role ensuring relevant information is disseminated appropriately and in a timely manner.
- To actively participate within and fully contribute to the Early Years Team that provides a well-resourced, purposeful and stimulating environment rich in learning opportunities, both indoors and outdoors. All such opportunities will take into account children's individual needs, abilities, interests, language and cultural backgrounds.
- To gain a secure knowledge of the children's needs as individuals. To be actively responsive to meet these needs with care and compassion embedding a feeling of confidence and security in every child.
- To use knowledge of the individual and diverse ways that children learn and develop, to meet their differing needs. To establish positive and sensitive relationships with children. To act as a role model and set achievable expectations.
- To meet the physical needs of children, encouraging good standards of personal hygiene, whilst promoting independence.
- To provide support for the children's emotional and social needs by implementing the principles of the nursery Promoting Positive Behaviour Policy and role modelling high standards in all aspects of their role and personal conduct.
- To encourage children to interact and work co-operatively with others.

- To be responsible for supporting the delivery of the Early Years Foundation Stage Learning and Development Requirements. To contribute to planning which meets children's interests and needs, extending them with ease and clarity, placing emphasis on Prime Areas in order to underpin achievements in specific areas of learning.
- To work within our Early Years Team, supporting the planning and implementation of activities with individual or groups of children; promoting effective teaching and learning.
- To support the team to monitor and evaluate children's learning through a range of assessment and monitoring strategies. To contribute to the setting and review of Learning and Development Plan (LDP) targets in addition to developmental action plans.
- To routinely reflect on practice and provision in order to support the continued development of the nursery, building on individual practice and that of your team.
- To provide objective and accurate feedback which will be reflected in reports for parents and other professionals on children's achievements, progress and related matters.
- To develop positive and sensitive relationships with parents and carers to support their role in children's learning. To provide constructive feedback on children's progress/achievement, on a day-to-day basis or through parent meetings.
- To be proactive in the continuation of your own learning to improve the outcomes for children and their families.
- To have a clear knowledge of and comply with Health and Safety legislation, fire regulations and all policies and procedures.
- To be aware of and fully promote all aspects of the Safeguarding and Welfare Requirements.
- To actively participate in the review of policies, procedures and practices in line with legislation and other relevant guidance.
- To attend and actively participate in performance reviews, supervision, induction and training opportunities.
- To be accountable for the delivery of the above responsibilities and tasks.
- To undertake any duties set to you by the Management Team that will assist in the day-to-day running of the nursery.

JOB SPECIFICATION

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Location	4 Street Nursery/Northwood Nursery

In order to be shortlisted, you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications which meet the essential criteria we will then use the desirable criteria to produce a shortlist.

Criteria	Skills/Attributes	Essential/ Desirable	Can be assessed at...		
			Application form	Practical interview	Interview/ Evidence
1.1	Demonstrate empathy and understanding of children ensuring a calm and patient approach.	E	✓	✓	✓
1.2	Demonstrate a non-judgemental and supportive approach to working with children and families.	E	✓	✓	✓
1.3	Ability to provide activities to stimulate learning and development based on observation.	D	✓	✓	✓
1.4	Ability to communicate clearly and effectively with children, parents and other professionals both verbally and in writing.	E	✓	✓	✓
1.5	Ability to produce relevant individual and accurate records on children where appropriate.	E	✓		✓
1.6	Possess enthusiasm and a strong belief in the importance of children's Early Years experiences	E	✓	✓	✓
1.7	Adaptable, flexible and willing to work in a variety of ways in both settings	E	✓		✓
1.8	Be organised, self-disciplined, reliable, conscientious and honest	E	✓		✓
1.9	Commitment to working collaboratively as part of a team and also to use own initiative without direct supervision	E	✓		✓
1.10	Commitment to providing the highest quality care and education.	E	✓	✓	✓
1.11	Model good practice and engage in self-reflection to enhance professional development	E	✓		✓
1.12	Model and promote safe working practices	E	✓	✓	✓

1.13	Able to work with people from a range of backgrounds with tact, sensitivity and confidentiality	E	✓	✓	✓
1.14	Commitment to working in anti-discriminatory way to ensure equality of opportunity.	E	✓	✓	✓

	Knowledge	Essential/ Desirable	Application form	Practical interview	Interview Evidence
2.1	Knowledge of current and relevant guidelines and Legislation	D	✓		✓
2.2	Knowledge and understanding of child development	D	✓	✓	✓
2.3	Knowledge of Safeguarding and Child Protection Procedures and practice	D	✓		✓
2.4	Basic understanding of Health and Safety	E	✓		✓
2.5	Knowledge of the Early Years Foundation Stage (EYFS)	D	✓	✓	✓
	Qualification/Experience	Essential/ Desirable	Application form	Practical interview	Interview Evidence
3.1	First aid qualification	D			✓
3.2	Commitment to undertake vocational qualifications/further training i.e. SENCO	D	✓		✓
3.3	Previous childcare experience	D	✓		✓
Additional Information					
<p>This post is exempt from The Rehabilitation of Offenders Act 1974 as the position involves working within the close proximity of young children. The post holder will be required to undertake an enhanced Disclosure and Barring Service (DBS) check.</p>					