**<SCHOOL /ACADEMY NAME>**

**Insert name of establishment**

**Early Years Assistant – Children’s Centre**

**Role Profile and Person Specification**

**June 2007 (updated August 2019)**

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| **Job Description** | |
| **Job Title:** | **Children’s Centre Early Years Assistant** |
| **School /Academy:** | **<please insert here>** |
| **Grade Range:** | **Grade 3 (SCP 5 - 6)** |
| **Hours per week:** | **<please insert here>** |
| **Work Pattern:** | **All Year Round** |
| **Location:** | **<please insert here>** |
| **Reports to:** | **Early Years Educator and Headteacher** |
| **Responsible for:** | **<please insert here>** |
| **Role Purpose and Role Dimensions:** | Assisting, with guidance, the professional work of Early Years Educators. Assisting in the provision of opportunities for the individual well being of children (normally from birth to age 5 but increasing to birth to age 8 during school holidays) and their progress in order for them to thrive.  Assisting in the planning, preparation and delivery of learning opportunities for individuals and groups and contributing to recording progress and development. |
| **Commitment to Diversity:** | As a member of the school team to take individual and collective professional responsibility for championing the School/Children’s Centre's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity. |
| **Key External Contacts:** | * Parents / carers and families using the Centre * Other professionals e.g. health visitors, ABC, Early Years SEND Team * Local Childcare providers * Families in the Centre’s “reach” area |
| **Key Internal Contacts:** | * Head Teacher and Deputy Head (Head of Family Support) * Early Years Educators * Clerical and administrative staff * Staff and children in the Centre |
| **Financial Dimensions:** | None |
| **Key Areas for Decision Making:** | * Evaluating and adjusting activities and routines. Contributing towards effective partnerships with families and children’s all round development. |
| **Other Considerations:** | To be flexible and cover / work across the Centre as required. |

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| **Key Accountabilities and Result Areas:** | **Key Elements:** |
| **Working in partnership with the staff team, in order to support, challenge and extend the children’s all round development and progress.** | **This will involve:**   * Assisting in the planning, preparation and delivery of learning opportunities for individuals and groups and contributing own ideas and thoughts * Assisting in the preparation of a creative environment; assisting in the organisation of the room arrangement and resources. * Sharing responsibility for a small group of young children for varying types of activity, under the guidance of Early Years Educators/Teachers. * Assisting with the support for children who are identified as having special requirements, by assisting with the implementation of any programmes set by other professionals. * Accompanying children on outside activities (e.g. local walks and outings) * Encouraging the children’s development, growing independence, self-reliance, initiative and problem-solving skills. * Observing children’s activities and contributing to their written records * Working in a non-discriminatory way, being aware of difference and ensuring all pupils have equal access to opportunities to learn, develop and reach their potential. * Maintaining respectful, sensitive and genuine interaction with young children using warm and responsive communication strategies, which are appropriate to their development. * Providing a consistent, secure and caring approach towards children which will enable positive bonds to be established * Being supportive and welcoming to parents and carers. Working in partnership to provide consistency in developing secure routines and approaches. Recognising the expert knowledge families have of their children and encourage and value their involvement. |
| **Extending own skills and knowledge** | **This will involve:**   * Attending in-service training and meetings. Participating in performance appraisals etc. in accordance with Centre, local and national procedures. * NVQ2 in Childcare and Education (or equivalent ) or ability to meet   entry requirements and a commitment to undertake this within  two years of taking up post |

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| **Key Accountabilities and Result Areas:** | **Key Elements:** |
| **Safeguarding the health, safety and welfare of the children.** | **This will involve:**   * Maintaining high standards of hygiene.      * Ensuring a high level of care for the children * Being aware of the need to balance the needs of children’s safe development whilst enabling them to meet suitable challenges, under the guidance of Early Years Educators/Teachers.      * Attending to the needs of sick or injured children. Administering aid as necessary, recording accidents and attending to children who are unwell until they are collected. * Assisting with the support for children who are identified as having special requirements (including those with complex needs), by assisting with the performance of clinical procedures which may be undertaken by non-health qualified staff (based on advice issued by the Royal College of Nursing). For example - administering prescribed medicines, catheter care, tracheostomy care etc. |
| **Providing personal care to individual children in the areas of every day activity, as required.** | **This will involve:**  .   * Dressing and undressing children whenever necessary throughout the day e.g. to suit weather and changes of temperature * Providing personal care and hygiene for each child ensuring their well being e.g. changing nappies, toilet training and dealing with toileting accidents * Assist with the development of appropriate feeding routines to promote growing independence, under the guidance of Early Years Educators/Teachers. * Moving and handling children, where necessary, following Health and Safety guidelines and relevant Centre policies. * Assisting individual children with their mobility and independence training in partnership with parents and guardians * Assisting children with Special Educational Needs (SEN) including the use of any equipment, with advice and information from parents/carers and other professionals e.g. Occupational Therapist, Physiotherapist etc. |
| **Extending own skills and knowledge** | **This will involve:**   * Attending in-service training and meetings. Participating in performance appraisals etc. in accordance with Centre, local and national procedures. |

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| **Key Accountabilities and Result Areas:** | **Key Elements:** |
| **Green Statement** | **This will involve:**   * Seeking opportunities for contributing to sustainable development of the borough, in accordance with the School/Children’s Centre’s Green Commitment. In particular, demonstrate good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision. |
| **Data Protection** | **This will involve:**   * Being aware of the School/Academy’s legal obligations under the Data Protection Act 2018 (the “2018 Act”) and the EU General Data Protection Regulation (“GDPR”) for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply. * Maintaining customer records and archive systems in accordance with departmental procedures and policies as well as statutory requirements. * Treating all information acquired through employment, both formally and informally, in accordance with the Workforce Data Protection Policy. |
| **Confidentiality** | **This will involve:**   * Treating all information acquired through employment, both formally and informally, in confidence.   There are strict rules and protocols defining employee access to and use of the School/Academy’s databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement. |
| **Equalities and Diversity** | The School/Academy has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination. This includes respecting and valuing the different experiences, ideas and backgrounds others can bring to work and to teams. |
| **Safeguarding** | **This will involve:**  • Displays commitment to the protection and safeguarding of children and young people.  • Values and respects the views and needs of children and young people.  • Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children. |

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| **Key Accountabilities and Result Areas:** | **Key Elements:** |
| **Customer Care** | **This will involve:**   * The ability to demonstrate a commitment to the School/Children’s Centre’s Customer Care Policy |
| **Health and Safety** | Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management. |
| **To contribute as an effective and collaborative member of the Centre Team** | **This will involve:**   * Participating in training to be able to demonstrate competence. * Participating in first aid training as required. * Participating in the ongoing development, implementation and monitoring of the service plans. * Championing the professional integrity of the School/Academy * Supporting Customer Focus, Best Value and electronic management of processes. * Actively sharing feedback on School policies and interventions |

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| **P e r s o n S p e c i f i c a t i o n** | |
| **Job Title:** | **Children Centre Early Years Assistant** |
| **Essential knowledge:** | * NVQ2 in Childcare and Education (or equivalent ) or ability to meet   entry requirements and a commitment to undertake this within one year of  taking up post.   * An understanding of the needs of young children and a willingness to continue to develop this knowledge. * An awareness of good hygiene practices. * An understanding of the need to observe and maintain confidentiality. |
| **Essential skills and abilities:** | * Good numeracy and literacy skills. * Effective use of ICT is desirable * Excellent interpersonal skills * Excellent communication skills together with the ability to communicate fluently in English to fulfil the requirements of the post\* * Displays commitment to the protection and safeguarding of children and young people. * Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children * Ability to successfully complete an induction programme * Ability to understand and comply with relevant polices/codes of practice and legislation. * Ability to work as part of a team and relate well to all ages * Ability to communicate and form positive relationships * Be sensitive to the needs and welfare of others. |
| **Essential experience:** | * Have experience of working with adults and young children, preferably within   a variety of settings.   * + To have had experience of being part of a team. |
| **Special conditions:** | * Due to close contact with pupils, high exposure to bodily fluids. * Will require Hepatitis B vaccination. * Have a positive attitude and enjoy working with young children and their   parents/carers.   * Demonstrate commitment to high educational, day care and health standards, maximising achievements and outcomes for all children and families. * Be committed to safeguarding and promoting the welfare of children. * Enhanced DBS check. * First aid training/training as appropriate is desirable. * Commitment to undertake training as determined by statutory requirements. * Willingness to perform clinical procedures which may be undertaken by non-health qualified staff, based on advice issued by the Royal College of Nursing. * Due to the business needs of the service up to 20 days of the holiday entitlement must be taken during the Children’s Centre annual closure periods. The remainder of the holiday entitlement may be taken at any time, subject to agreement with Centre management. |

\*Further advice on specific points in this role profile can be obtained from your HR provider.