



<b>Job Title</b>	<b>Early Years Assistant</b>
<b>Reports to</b>	<b>Lead Early Years Practitioner</b>
<b>Department</b>	<b>Early Education and Childcare</b>
<b>Working Hours</b>	<b>full-time and part-time</b>
<b>Competency Level</b>	<b>E1</b>

### **Main purpose of job**

To assist in promoting the provision of the highest standard of care and education in a stimulating, secure and friendly environment. Early Years Assistants should assist with the daily running of the setting and support Early Years Practitioners in providing positive experiences.

### **Key Responsibilities**

#### **Children**

- **Support the highest possible standard of care and emotional support.**
  - *Assist with tasks which contribute to meeting children's basic physical and security needs and take opportunities to build positive relationships with children.*
- **Ensure all children are valued and included.**
  - *Promote an anti-discriminatory framework in all areas & assist with ensuring all children's individual needs are met.*
- **Support the implementation of planned activities and contribute relevant information about children's achievements.**
  - *Work alongside Early Years Practitioners to implement activities and lead pre-planned small group times in their absence.*
  - *Record information about children's achievements and report this to their 'Key Worker'.*
- **Engage in play experiences and interactions with children.**
  - *Value children's choices, interests and self-directed play and take any opportunities to interact/engage in these with them.*

#### **Parents**

- **Contribute to positive partnerships with parents and carers.**
  - *Interact with parents, providing information and feedback about their child's day/session.*

### **Duties and Responsibilities**

- **Contribute to the development of the setting and commit to furthering personal professional development.**
  - *Contribute ideas, and value the ideas of others, for developing the setting as a whole.*
  - *Contribute to personal review, appraisal and reflection opportunities and demonstrate a positive attitude to training opportunities.*
  
- **Contribute to a positive, enthusiastic and progressive team.**
  - *Work alongside colleagues in a productive and positive way, making suggestions for improvement and attending staff meetings outside of nursery hours.*
  
- **Understand how both Early Education & Childcare and BS3 Community policies relate to this role.**
  - *Maintain a high level of professionalism, working within the organisations agreed policies and procedures.*
  
- **Assist with the smooth running of the setting, completing all relevant tasks including those at the request of Practitioners and Senior Staff.**
  - *Conduct tasks which ensure the daily routine can be implemented, taking account of children's individual needs.*
  - *Support the provision of an environment which is clean, safe and attractive and take appropriate steps to remedy or report issues in relation to this.*

### **Essential Skills**

### **Desirable Skills**

### **Notes**