

SOUTHAMPTON CITY COUNCIL

JOB DESCRIPTION

DIRECTORATE	Schools
DIVISION	Education and Early Years
Section	Hardmoor Early Years Centre
POST	Early Years Assistant
GRADE	4
ACCOUNTABLE TO	Senior Early Years Educator

JOB PURPOSE

- To work as part of a team in providing a stimulating and varied programme of play and early education activities for children (0-5) that support the delivery of the Early Years' Foundation Stage

KEY ACCOUNTABILITIES

1. To demonstrate a sound understanding of the Early Years' Foundation Stage
2. To assist in providing a stimulating environment that encourages the learning and development of young children through play.
3. To maintain and use resources appropriately in providing play and early education opportunities that meet the needs of individual children whilst ensuring quality standards are maintained.
4. To be a positive role model when engaging with children and parents/carers, in order to promote the development of social, emotional and communication skills in young children.
5. To work as part of a team planning and evaluating nursery sessions.
6. To make observations of children and use them to inform the future planning of activities that promote children's learning and development.
7. To ensure the safety and care of the children and the play environment, completing Risk Assessments and Health and Safety Records and reporting any issues in line with the Centre's procedures.
8. To assist in completing all records in line with Ofsted requirements, EYFS, Every Child a Talker and the nursery's procedures

9. To work in partnership with parents/carers around the needs of their children and families, signposting and referring them to other agencies where appropriate.
10. To ensure your practice within the Centre is inclusive and takes into account the needs of individual children
11. To inform the designated Child Protection Lead Officer of any concerns regarding the Safeguarding of children, to share information appropriately and confidentially, following the Centre's safeguarding procedures.
12. To maintain the confidentiality, in and out of the work place, of any information regarding the children, their families or other staff which is learnt as part of the job.
13. To encourage parental involvement and feedback when planning and evaluating activities for their children.
14. To undertake continuous professional development as agreed with your line manager.
15. To undertake any other duties that fall reasonably within the role of the post which may be allocated after consultation with the post-holder e.g. take part in special events, meetings, outings and home visits.
16. To demonstrate good understanding of the common core skills and knowledge for those working with children, young people and their families and the role of the Common Assessment Framework in supporting children and families who have additional needs.

NOTES

1. The post holder must have the ability to understand the needs of a multi-racial society and be prepared to implement the Council's Equal Opportunities Policies at a level appropriate to the job and must at all times carry out their responsibilities with due regard to these policies.
2. The post holder is required to be familiar with the Directorate's Health and Safety Policy and be aware of and observe any part of the policy related specifically to the duties and responsibilities of the post.