



Woodside Primary Academy

JOB DESCRIPTION

POST: EARLY YEARS PRACTITIONER LEVEL 1/ASSISTANT

Scale: 3 - Point 3 - 6

52 weeks x 36/25 hours per week

Responsible to: Day Care Lead/Headteacher

Experience and Qualifications

At least one of the following:

CACHE Level 2 Certification in Child Care and Education

City & Guilds Level 2 Progression Award in Early Years Care and Education

BTEC Certificate in early Years Care and Education

BTEC First Diploma in early Years

NVQ Level 2 in children's Care, Learning and development

Or equivalent

Job Purpose

1. To work in partnership and complementary to the Nursery, Reception Teacher or Lead Professional, in order to help meet the aims of the Nursery or school.
2. To provide service delivery within the requirements of the Early Years Foundation Stage Framework, Every Child Matters and Ofsted Care Standards (Under 3's)

Duties and Responsibilities

1 Support for Children

- 1.1 Share responsibility for safety, health and welfare of children at all times
- 1.2 Ensure all children have access to the full curriculum
- 1.3 Relate well to children
- 1.4 Guide the development of children's social behaviour and attitudes
- 1.5 Assist with the record keeping of observation, assessments and development of children

2 *Support for the Teacher*

- 2.1 Organising materials and equipment for use within the nursery
- 2.2 Sharing responsibility for care and maintenance of resources and equipment
- 2.3 Assisting in preparation and clearing up of activities and encourage children to help
- 2.4 Share responsibility for display

3 *Support for Parents*

- 3.1 Encourage parents and carers to be involved in the setting and their children's learning
- 3.2 Establish good relationships with parents and carers

4 *Supporting the Early Years Setting – School or Children Centre*

- 4.1 Support the aims and policies of the setting
- 4.2 Promote the ethos of the setting at all times

Other requirements:

- 1 To be aware of, adhere and support the School's Equal Opportunities Policy
- 3 To attend and participate in staff meetings
- 3 To participate in training and performance management as required
- 4 To have an up-to-date Enhanced DBS Disclosure

Person Specification

Level 1 /Assistant Early Years Practitioner

Qualifications

It is essential that the candidate has at least one of the following qualifications

1. CACHE Level 2 Certification in Child Care and Education
2. City & Guilds Level 2 Progression Award in Early Years Care and Education
3. BTEC Certificate in early Years Care and Education
4. BTEC First Diploma in early Years
5. NVQ Level 2 in children's Care, Learning and development
6. Or equivalent

Experience

- | | |
|---|-----------|
| • Some evidence of working with children 0-4 | Essential |
| • Evidence of anti – discriminatory practice | Essential |
| • Some evidence of working with children with special needs | Desirable |

Knowledge and Understanding

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| • Early Years Foundation Stage | Desirable |
| • Child Development | Essential |
| • Learning through play | Essential |
| • Child Protection guidelines | Essential |
| • Maintaining a safe environment | Essential |

Skills and Aptitudes

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|---|-----------|
| • Good standard of written work | Essential |
| • Good interpersonal and communication skills | Essential |
| • Ability to use computers | Desirable |
| • Ability to work part of a team | Essential |
| • Flexibility and enthusiasm for the job | Essential |

Other job requirements

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| • Willingness to undertake in service training | Essential |
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