

## Job Description for Assistant Early Years Practitioner

**Reports to:** Team Leader / Early Years Professional

**Responsible for:** Providing quality education and care for children 0-5 years. Supporting partnerships with parent/carers to increase involvement in children's care and education in the nursery.

**Main Purpose:**

- To work across the nursery, in all age groups if required.
- To support home/nursery partnerships.
- To support key carers with observations and care routines
- To work in a way that as a team member, the nursery meets required standards as laid down by the EYFS / Ofsted / Legislation.

**Main Activities:** Main Activities

1. To assist with the provision of a caring and stimulating environment that is appropriate for individual children and enables them to reach their full potential.
2. To act as key carer support to a group of children each day.
3. To support strategies in the nursery that assists parents in the raising of their child's achievements.
4. To assist in the development of parent and child education to engage parents and contribute towards nursery run workshops outside nursery hours.
5. To work within the Children Act and local guidelines and standards.
6. To assist in curriculum planning and preparation of exciting play opportunities that meet the unique developmental needs of children and enhance their learning and experience.
7. To establish and maintain positive relationships with children and their families in a way that values parental involvement.
8. To assist with the observation and assessment of children's development and keep accurate records of their achievement.
9. To work in a manner that respects children's life experiences and celebrates diversity in terms of language, culture, ability, race and religion.
10. To work effectively as part of a team.
11. To work within the agreed framework of policies and procedures

within the nursery.

12. To ensure that Child Protection policies and procedures are adhered to at all times.

13. To undertake First Aid training and Food Hygiene training as required.

14. To carry out duties and responsibilities of the post with regard to the nursery Equal Opportunities Policy.

15. To attend and participate in staff meetings and training days

16. To act as an ambassador for the nursery through maintaining a positive image of its aims and objectives.

17. To carry out any duties which will be seen to enhance the work with young children

18. To participate in supervision and staff development processes in support of personal development.

19. To maintain good working relationships with parents, children and colleagues at Saplings

20. **Accountability for resources:** To be responsible for the proper use of equipment, furnishings and provisions required in the course of activities in accordance with the Health and Safety regulations and EEC Directives

21. **Health and Safety:** To be familiar with and comply with the nursery policy on Health, Safety and Welfare. To bring to the attention of senior staff any health and safety requirements, which become obvious. In the event of any immediate danger to take appropriate action to reduce risk of physical danger to children, parents, visitors or staff.

### **Special Conditions**

22. To undertake any other responsibilities as may be deemed necessary at the direction of the Nursery Manager / EYP, commensurate with the salary and grade of the post.

## Person Specification for Assistant Early Years Practitioner

- Experience:**
- Some awareness of current and relevant guidelines and legislation
  - Some experience or understanding of child development
  - Ability to work creatively
  - Able to work with parents
  - An interest in active participation to support learning and development, based on observations of children
  - Ability to work effectively as a member of a staff team
  - Ability to communicate effectively with children, parents and other professionals
  - Commitment to working in an anti-discriminatory way to ensure equality of opportunity
  - Policy implementation in respect of health and hygiene, child protection and special needs requirement

- Qualifications or Training:**
- Any relevant Level 2 qualification or experience in working with young children aged 0 – 5 years

- Practical Skills:**
- Good communication skills
  - Some knowledge of the EYFS
  - Ability to interact effectively with parent/carers
  - Keen to participate in organising the indoor and outdoor environment

- Personal Qualities & Attributes:**
- Flexibility in working as a team member and reliable attendance
  - A sense of humour

Saplings Nursery  
Waltham Hall Cottage  
Bambers Green Road  
Takeley CM22 6PF  
01279 851998