

JOB TITLE: Early Years Assistant – Level 2 (SEN & Interventions)

RESPONSIBLE TO: Head Teacher

Job Description

At Bedford Nursery Schools Federation we believe

“All families are valued as individuals. All staff support children’s development, well being and learning through play in a safe, caring and challenging environment”.

“All children and their families are respected as individuals regardless of special need, race, religion gender reassignment or sexual orientation”

Internal responsibilities under the guidance of the Executive Head Teacher

To be responsible for a group of children as a key person

To cover in the absence of the early years educator

To plan for each child within your care

To work with and support the teacher/senior early years educator/early years educator , contributing to the planning and the delivery of the curriculum

To work with and support the teacher/senior early years educator/early years educator , contributing to the planning and the delivery of interventions

To supervise small groups of children for example storytelling, singing, outdoor activities and other appropriate intervention work under the guidance of the class teacher/ senior early years educator/early years educator

To be responsible for undertaking specific aspects relating to current requirements of the Early Years Foundation Stage curriculum

To work with and support the classroom teacher/senior practitioner/early years educator in the planning and delivery of the daily curriculum

To assist the classroom teacher/senior practitioner/early years educator in creating a well maintained and stimulating environment for the children

To pursue actively and to assist with the implementation of the aims and policies of the school

To assist in the inclusive practice of all children

To act as a mentor to trainees and apprentices

To attend staff meetings

To demonstrate a commitment to continued professional development.

To understand safeguarding issues and report any signs of illness, neglect or apparently non-accidental injury, following the school’s safeguarding procedures

Main duties with the children

To support families who have a child accessing our provision

To support school staff in the implementation of EYFS through the school’s policies

To assist in the provision of the full range of activities which will allow each child to develop to his/her full potential

To observe, monitor and assess children as individuals and as members of the nursery community

To support children with SEN including the gathering of evidence to assist with funding applications

To promote equality of opportunity for all children including contributing to the writing of IEP’s.

To contribute to children’s records

To support children with interventions

To understand basic first aid for the children as required

To ensure all records are current and well organised.

To support families as the child's first and most enduring educator

To ensure the learning environment for all is well maintained and stimulating for the children.

To participate in the lunchtime arrangements

To attend home visits, supporting the classroom teacher, and build relationships with children and parents

To lead groups of children in specific activities as planned with the teacher/senior practitioner

To undertake preparation and maintenance of resources, equipment and materials in the indoor and outdoor learning environment

To prepare and collect resources for enhanced provision and experiences

To ensure provision is meeting the needs of children with special educational needs

To display children's work in line with the policy of the setting

To encourage the development of language, speech and conversation at all times

To record the progress of the children through observations and record keeping

To help children with feeding, changing clothes, toileting and to maintain hygienic standards at all times

To establish a good working knowledge of each child

To follow children's individual care plans.

Responsibilities as a Staff Member

To comply with all the policies, practices and procedures of the school and to carry out all duties with full regard to the agreed equal opportunities principles

To liaise with and work alongside practitioners from different early years settings and lower/primary schools and support all forms of transition

To support Initial Training and Continuing Professional Development within the school

To promote an effective multi-agency approach

To liaise with a range of professionals, including Children's Centre practitioners

To promote the services of the school working towards full capacity

To pursue actively and implement the aims and policies of the school

To work with professionalism and confidentiality at all times particularly in respect of school related matters and to prevent disclosure of confidential and sensitive information

To play a full and active role in the federation professional development including dedicated days

To promote the activities of the school at all times

To positively contribute towards the achievement of the Federation Development Plan, Professional Development reviews and other quality initiatives

To carry out all responsibilities with regard to the Council's Policy and Procedures as adopted by the Governing Body.

To comply with all Health and Safety at work requirements as laid down by the employer

To form positive relationships with parents which are professional and appropriate

To positively contribute to performance management processes and procedures.

Flexibility Clause

To be willing to work across the federation as required in the best interests of the children.

To undertake tasks of a similar nature and level as requested by the Executive Head Teacher or Deputy Head Teacher

Variation Clause

This is a description of the job as it is constituted at the date shown below. It is the practice of the Authority to periodically examine job descriptions, update them ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the post holder.

Date: May 2015