



Job Description

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| Job Title | Early Years Assistant – Level 3 |
| Reports to: | Headteacher/Class Teacher/SLT |
| Responsible for: | The care and education of children in the setting and the wellbeing of staff |

Role Summary

At St Joseph's RC Primary School the Early Years Assistant will work closely with the Early Years Team to deliver outstanding care and learning opportunities to all children. The Assistant is responsible for assisting the team to meet the requirements of the Early Years Foundation Stage Statutory Guidance and for compliance of school policies and procedures within the setting. As a team member the Assistant promotes effective teamworking, and communication within the setting.

Candidate Requirements

Working with children within the setting and providing:

- A professional approach
- Be proactive in Safeguarding
- Conduct confidentiality
- Be motivated and enthusiastic

Professional skills:

- Effective communication
- Excellent time management
- Extremely reliable and trustworthy
- Previous experience of working in a childcare setting
- Knowledge of the Ofsted Education Inspection Framework
- Experience of meeting the learning and development requirements of the Early Years Foundation Stage

Qualifications and Certificates:

- A Level 3 Early Years Educator, or equivalent, qualification
- Current Paediatric First Aid (PFA) Certificate

Main Duties and Responsibilities

Safeguarding and welfare:

- Safeguard children and follow the school child protection procedures.
- Adhere to Health and Safety standards to ensure the setting promotes a safe and secure ethos.
- Notify the management team of any concerns regarding Health and Safety within the setting.
- Ensure the safety of children within the setting by following setting Risk Assessments.
- Dealing with children's personal care, including providing intermite care in line with the school's policy were required

Teaching, Learning and Assessment:

- Support the Early Years Team to ensure quality curriculum delivery for all children.
- Work with colleagues to enable children to make rapid progress and be ready for their next stage in life.
- To promote positive values, attitudes and behaviour. Dealing promptly with incidents in line with established policies.
- Respond to each child's needs for individual care and attention and provide a high level of care and supervision that will enhance the children's general health and well being.

Performance

- Participate in Performance Management processes including but not limited to induction, supervision, team meetings, probation, and performance-based objectives.
- Work with colleagues to maintain a positive, happy, and safe environment on a day-to-day basis.

Other

- Follow class teacher and SLT guidance to ensure the smooth operation of the school.
 - Complete relevant administrative tasks on a day-to-day basis where required
- Share responsibility with colleagues to care for and maintain resources and equipment within the setting.
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| Continuous Professional Development |
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| <ul style="list-style-type: none">• Demonstrate a commitment to continuous professional development.• Undertake regulatory training necessary for your role to abide by the terms of your employment contract and statutory requirements.• Other duties and responsibilities expressed and implied which arise from the nature and character of the post within St Joseph's RC Primary School as required |
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