



**QUAGGY DEVELOPMENT TRUST**  
*Improving the lives of  
local children and families*

## **Job Description**

**Job Title:** Early Years Assistant

**Responsible to:** Nursery Manager

**Pay:** £15,596 - £16,879

### **Purpose of job**

To work as a member of the Early Years team to provide high quality education and care appropriate to the developmental needs of children, working in partnership with their parents/carers.

To promote the physical, social, emotional and intellectual development of children through a sensitive understanding of each child's changing needs, while at all times encouraging their independence and self-reliance.

To provide and sustain, in cooperation with the team, a stimulating, secure and caring environment that promotes equal opportunities for the children and their parents, families and carers.

### **Main Tasks/Duties**

1. With the support of Qualified Practitioners to assist with the observing, assessing and recording of each child's progress in accordance with the centre's policies, using the expertise of colleagues and outside agencies to draw up individual plans for children when appropriate.
2. With the support of Qualified Practitioners to assist with the planning and evaluating daily, weekly and termly to meet the needs and interests of children leading to the achievement of the relevant Foundation Stage curriculum.
3. To work with individual and groups of children as appropriate to their development, age and interests, ensuring that each child has access to a broad, balanced, relevant and differentiated curriculum.
4. To take responsibility for children in both the indoor and outdoor areas, providing appropriate levels of support and supervision.
5. With the support of Qualified Practitioners to ensure that those children with special and educational needs are identified, cared for and have an appropriate well-planned individual educational plan.

6. To take on the role of key worker.
7. To support and value each child's home, culture and language.
8. To share responsibility for the presentation of children's work and the compilation of displays which celebrate achievement, support areas of interest or provide information about the Nursery.
9. To support the children in learning to take care of resources and equipment and to help them to take responsibility for putting them away tidily in the right place.
10. To share responsibility for the selection, making and maintenance of resources and equipment.
11. To maintain confidentiality of information about children and their families, sharing sensitive or personal information only with those colleagues who need to know.
12. Encouraging and supporting relationships between parents, families and carers and the nursery so that each child benefits from the shared interest in, and knowledge about, their progress. This includes informing and involving parents in their child's progress through daily informal contact and review meetings where relevant.
13. Attend parent meetings, assist in events that promote the centre or community as required by the Centre Manager.
14. Implement the Equal opportunities policy fully, and actively work to challenge disadvantage and to overcome discrimination and stereotyping.
15. Monitor and maintain on a daily basis the safety and cleanliness of both the indoor and outdoor learning environment, and monitoring the implementation of the Health and Safety policy.
16. Administer First Aid in accordance with the centre's policy and be responsible for recording accidents and informing other staff and parents about them.
17. To keep up-to-date with current legislation and practice in the education and care of young children.
18. Participate in the development, implementation, monitoring and reviewing of the nursery's policies, procedures and plans.
19. Share in making decisions and recommendations about routines, procedures and organisation of space to maximise the achievement of all children.
20. To attend and participate in staff meetings and professional training days.

## **Early Years Assistant Person Specification – Short-Listing Criteria**

### **Experience**

- 1 years experience working with as a volunteer or paid in a early years setting

### **Knowledge**

- A basic understanding of child development and early years and childcare legislation
- A basic understanding of equal opportunities and anti discriminatory practice
- Awareness of child protection issues

### **Skills**

- Good communication skills
- Ability to relate easily to children and parents and to establish and maintain effective working relationships at all levels
- Ability to be flexible, to show initiative and develop new skills.
- Ability to work in a team

### **Education/Training**

- A commitment to or achievement of NVQ level 2 in childcare is essential.
- Valid First Aid Certificate is desirable

### **Hours:**

Based on a 37.5 hour week.

### **Holiday entitlement:**

25 days a year, 3 of which to be taken at Christmas, and bank holidays

**Location:** Quaggy Children’s Centre Nursery or Margaret Bondfield Nursery

QDT operates an auto enrolment pension.