

Stepping Stones @ Elburton Primary School 25.5 hours (term time only)

Role Profile: Early Years Foundation Stage Assistant Grade B	
Job Purpose	To work as part of the Early Years team under the direction of the Leaders to provide a safe, high quality education and care for young children and to maintain a stimulating and enjoyable environment.
Decision Making	The job involves working from instructions, but making minor decisions involving the use of initiative. Problems are referred to a supervisor / manager. Little close supervision is necessary beyond that provided by working arrangements and methods
Accountabilities	<ul style="list-style-type: none"> • To assist with the planning of the curriculum. • To help set up the learning environment for the daily programme and help tidy away at the end of the session, ensuring that all equipment is clean and safe at all times. • To act as a key person to a small group of children, liaising closely with parents/carers and ensuring each child's needs are recognised and met. • Advise the Early Years Leaders/Managers of any concerns regarding the welfare of the children, safeguarding, parents/carers or the safety of the equipment, preserving confidentiality as necessary. • To be aware of any special needs a child may have and to familiarise oneself with relevant play and learning plans. • To advise children, offering an appropriate level of support and stimulation. • To attend staff meetings. • To attend parent's evenings. • To attend training courses. • To respect confidentiality and any information regarding the children, their families or other staff that is acquired as part of the job. • To keep up to date with current good practice. • To undertake any other reasonable duties as directed by the Pre-school Leaders/Managers, in accordance with the Pre-school business plans/objectives. • To effectively communicate with parents/carers. • Undertake other duties appropriate to the grade of the post
Demands	<p>Some lifting, stretching and physical effort required for the preparation of the classroom/playroom for lessons and clearing away afterwards. Post holder will periodically be required to assist with the display of pupils' work which may involve considerable physical effort.</p> <p>Post holder will be required to concentrate for most of the morning or afternoon whilst observing and assisting the pupils during lessons.</p> <p>There may be occasional emotional stress experienced through exposure to difficult child protection/welfare issues which may cause the child to become angry or upset.</p>
Working Conditions	<p>Post holder mainly operates within playroom/classroom based conditions and there is regular background noise. There may be some exposure to environmental conditions when supervising pupils/students outside at lunchtime and during off-site activities and school trips. There may be the need to deal with bodily fluids when providing personal care to pupils.</p> <p>Post holder will be subject to occasional exposure to pupils exhibiting difficult and challenging behaviour and who are angry or upset.</p>

Experience, Knowledge and Qualifications	<p>Essential:</p> <ul style="list-style-type: none"> • Willingness to learn and develop one's own skills and knowledge. • NVQ3 or equivalent. • Have a GCSE in English & maths • Suitability to work with young children (an enhanced DBS check will be performed prior to you starting the role). • Previous experience of working with young children. • Commitment to diversity and equal opportunities. • Commitment to young children and families. • A friendly, flexible approach. • Health clearance for the role. • Ability to work as part of a team and use own initiative. • Ability to communicate effectively with a range of people.
Skills and Technical Competencies	<p>Post holder will be required to use interpretation skills in order to solve straightforward problems</p> <p>Post holder will be advising and guiding the pupils on a daily basis. Effective written and oral communication skills required to liaise with pupils, other staff, parents and outside agencies and professionals.</p> <p>Keyboarding skills required to support the use of ICT in learning activities. Post holder will be required to operate office equipment e.g. photocopier</p>
Corporate Standards	<p>Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of Horizon Multi Academy Trust's constitution and its policies and procedures.</p> <p>Work within the requirements of the Trust's Health and Safety policy, performance standards, safe systems of work and procedures.</p> <p>Undertake all duties with due regard to the corporate equalities policy and relevant legislation.</p>