

JOB DESCRIPTION & PERSON SPECIFICATION

EYFS LEARNING ASSISTANT

MAIN PURPOSE:

1. Willing to work as part of a team, predominantly assisting the Nursery teacher in the day to day care of the children.
2. To assist the class teachers in providing an enriching and stimulating learning environment in line with the current EYFS legislation.
3. To maintain complete confidentiality on all school matters.

DUTIES & RESPONSIBILITIES:

1. To respond to the children's needs kindly, efficiently and calmly - adapting your practice to reflect the individual needs of each child.
2. A commitment to supporting the aims and ethos of the school.
3. To be vigilant and protect children from harm or abuse, reporting any concerns immediately - in accordance with child protection and whistleblowing policies.
4. To be reliable and punctual, maintaining staffing ratios at all times.
5. To work as a team to create a safe, welcoming and inclusive environment for all children.
6. To be aware of Gayhurst School policies and procedures and ensure these are adhered to.
7. To follow the systems in place to ensure consistency among the staff with regard to the high quality care, communication, praise and discipline of the children.
8. To contribute to the planning and provision of a stimulating range of age and ability appropriate activities, ensuring the Nursery room is creatively set up.
9. To assist with the day to day running of the Nursery, including setting up and creating resources and tidying away at the end of each day.
10. To help prepare and mount work before displaying.
11. To contribute to observations and the assessment of children's learning and development, ensuring high quality records are kept up to date on Tapestry.
12. To speak politely to the Nursery parents, informing them of any first aid or toileting incidents.
13. To be professional and a good role model to the children and other staff members at all times.
14. To be a good team player, responding flexibly to the daily requirements of the Nursery and, where required, supporting your colleagues within the wider school community.
15. To attend reasonable out of working hours activities as required, including training, staff meetings and special events.

This job description is intended to give you an indication of the main duties but is not meant to be an exhaustive list.

PERSON SPECIFICATION:

	Essential	Desirable
Education & Qualifications	• Maths & English GCSE, grade C or level 4 or above • Level 3 Diploma	• Paediatric First Aid qualification (if not, applicant must be willing to work towards)
Skills, Knowledge & Abilities	• Good verbal communicator • Basic IT skills • Good organisational skills • Awareness of good childcare practice • Basic knowledge of child development • Knowledge of basic health and safety within an early years setting	• Ability to plan and provide age appropriate activities • Ability to observe, assess and record children's learning and development • Awareness of current EYFS legislation and guidance • A strong commitment to safeguarding children and supporting their health and well being
Experience	• Some relevant childcare experience	• Previous experience of working within an early years setting
Disposition	• Warm, friendly and responsive • Honest, trustworthy and reliable • Self-motivated and an ability to show initiative • Flexible approach to the vagaries of the Nursery day • Willingness to learn and an enthusiastic approach to self-development	• Creative • A sense of humour • Ability to work effectively in a team and be a real team player