

JOB DESCRIPTION

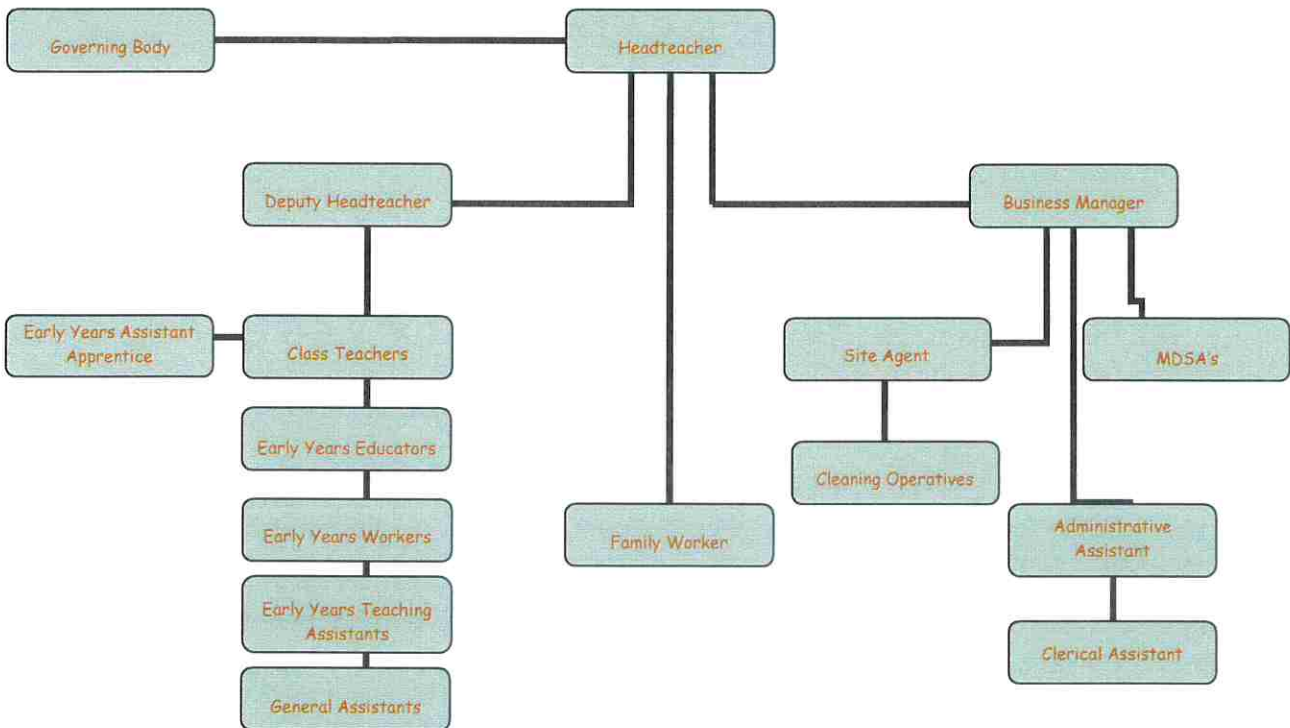
JOB TITLE: EARLY YEARS WORKER

GRADE: L3

SCHOOL: Rothesay Nursery School

RESPONSIBLE TO Class Teacher

ORGANISATION CHART



PURPOSE OF POST

Support the class teacher in aspects of teaching, and assist in enhancing learning opportunities for pupils, bringing to bear a professional knowledge and understanding of child development.

PRINCIPAL RESPONSIBILITIES:

1. Support the planning of teaching and learning for whole class and individual pupils on a short, medium and long-term basis and to the development of Individual Plans where relevant. Under direction, maintain resources to assist in teaching.
2. Under the direction of the class teacher and following agreed lesson plans support the teaching and learning of small groups or individual pupils, using learning and support strategies appropriate to the needs of the pupils.
3. Support the class teacher in the monitoring, recording and assessment of pupil progress through observation and questioning, against pupil targets and Individual Plans.
4. Contribute to the development of a purposeful working atmosphere and implement the school's behaviour and any related policies and procedures.
5. Develop and maintain supportive relationships with parents, carers and others of the pupil's community. Work collaboratively with other agencies and professionals as necessary, including educational psychologists, health professionals, speech and language therapists, to meet the personal and educational needs of individual pupils.

6. Contribute to the care, health and welfare of pupils in accordance with the school's health and safety and related policies. This may include carrying out agreed daily hygiene routines, medical and dietary procedures.
7. Participate in the development of school policies and practices, the school improvement plan and activities, which support the wider aspirations, and values of the school, working collaboratively with colleagues.
8. As required, contribute to specific aspects of teaching, learning and personal development, for example visits out of school, independence programmes, etc.
9. Contribute to the order and cleanliness of the classroom and school environment. This may involve cleaning and sterilising classroom equipment, tidying the classroom, cleaning up spills, etc.
10. Develop and maintain professional knowledge and understanding, including participating in INSET.

DIMENSIONS:

Supervisory Management:	N/A
Financial Resources:	None
Physical Resources:	None
Other:	N/A

CONTEXT: All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed via www.disclosure.gov.uk

Physical Effort: The job is likely to involve some lifting of children and equipment on a regular basis. Training will be provided.

Working Environment: There could be a frequent requirement to deal with vomit and bodily fluids.

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

CVs will not be accepted for any posts based in schools.

Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the essential and desirable criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Experience in pre-statutory school, care and/or education in Early Years.	1,2	Experience of working in a school is desirable for this post.	1,2
Skills/Abilities	<p>Able to contribute positively to the work of a team.</p> <p>Basic information technology skills, e.g. word-processing, databases, spreadsheets.</p> <p>Self-motivated in working with parents/carers and the child's community.</p> <p>Able to communicate at a range of levels e.g with children, parents, other professionals etc.</p> <p>Willingness to contribute to the support of children in all areas of personal development and hygiene including toileting programmes.</p> <p>Able to keep accurate records.</p> <p>Able to converse with ease with members of the public and provide effective help or advice in accurate and fluent spoken English</p>	<p>1,2</p> <p>1,2</p> <p>1,2</p> <p>1,2,5</p> <p>1,2</p> <p>1,2</p> <p>1,2,5</p>	Experience as a Keyworker for children.	1,2
Competencies	<p>Able to demonstrate appropriate motivation to work with young people.</p> <p>Able to form appropriate relationships with young people</p>	<p>1,2</p> <p>1,2</p>		
Equality Issues	<p>Able to recognise and act upon discrimination.</p> <p>To be able to demonstrate awareness of child protection issues and able to respond effectively to a safeguarding concern.</p>	<p>1,2</p> <p>1,2</p>		
Specialist Knowledge	Knowledge and experience of Early Years Foundation Stage curriculum.	1,2,3,5	Some experience of working with children with additional needs.	
Education and Training	<p>NNEB or BTEC or NVQ level 3 in childcare or equivalent qualification</p> <p>Commitment to further job-related training.</p> <p>Knowledge of KCSIE.</p>	<p>4</p> <p>1,2</p>		
Other Requirements			Ability to speak a community language.	1,2

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act 2010 to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to: Equal Opportunities (ii) Health and Safety (iii) Data Protection Act (1984 & 1998)