

# Douglas Valley Nursery School

## Job Description

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| <b>Post title:</b>       | Early Years Worker Level 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Post number:</b>      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Job purpose:</b>      | Under the direction of teaching / senior staff undertake and implement agreed work / care / support programmes with individuals and groups of children and assist the teacher / senior staff in the management of children and the learning environments. The post holder will act as a key worker for the children, and will be responsible for working in partnership with the parents/carers.<br>Provide support for children with SEND children providing particular help for children with learning and/or behavioural social or physical difficulties as required. |
| <b>Reporting to:</b>     | Deputy Head / Childcare Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Responsible for:</b>  | The delivery of a range of learning activities for children aged 2 years to 5 years, under the EYFS framework for 0-5s.                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Liaising with:</b>    | Headteacher; Deputy Headteacher; teachers; support staff; parents; external agencies.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Hours of work:</b>    | Post 1: 23.75 hours per week term time only<br>Post 2 :25.5 hours per week term time only                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Grade of post:</b>    | Grade 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Current base:</b>     | Douglas Valley Nursery School                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Car designation:</b>  | Non essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Disclosure level:</b> | Enhanced                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

## Main / Core Duties

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| <b>Service provision:</b> | <ul style="list-style-type: none"> <li>• To attend to children's personal needs and implement related personal programmes, including health, physical, hygiene, first aid and welfare matters</li> <li>• Supervise and provide particular support for children including those with additional needs, ensuring their safety and access to learning and development activities</li> <li>• Assist with the development of and implementation of individual education / behaviour plans and personal care programmes</li> <li>• Establish constructive relations with children and interact with them according to their individual needs</li> <li>• Promote the inclusion and acceptance of all children</li> <li>• Encourage children to interact with others and engage in activities</li> <li>• Set challenging and demanding expectations and promote self esteem and independence</li> <li>• Provide teachers / Under 3s Manager with feedback to children in relation to progress and achievement</li> <li>• Establish constructive relationships with parents/carers</li> <li>• Use strategies in liaison with the lead practitioner to support children to achieve appropriate learning and development outcomes</li> <li>• Assist with the planning of activities</li> </ul> |
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|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                             | <ul style="list-style-type: none"> <li>• Monitor children's responses to learning activities and accurately record achievement/progress</li> <li>• Provide regular feedback to the lead practitioner on children's development, achievement and progress</li> <li>• Promote good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage children to take responsibility for their own behaviour</li> <li>• Establish constructive relationships with parents/carers</li> <li>• Provide clerical/administrative support, e.g. photocopying, basic typing, filing, collecting money</li> <li>• Administer medication to children following the school policy and procedures.</li> <li>• To be aware of and comply with safeguarding policies and procedures and understand responsibilities with regard to safeguarding.</li> <li>• Assist in the implementation of structured and agreed learning activities and opportunities/teaching programmes, adjusting activities according to children responses</li> <li>• Support children in respect of local and national learning and development strategies e.g. Early Years Foundation Stage, primary national strategies.</li> <li>• Support the use of ICT in learning activities and develop children's competence and independence in its use</li> <li>• Prepare and maintain equipment/ resources as directed by the lead practitioner and assist children in their use</li> </ul> |
| <b>Service development:</b> | <ul style="list-style-type: none"> <li>• Contribute to the overall ethos / work / aims of the school</li> <li>• To attend staff meetings as appropriate</li> <li>• Assist the Deputy Headteacher in supporting volunteers and students.</li> <li>• To work with parents individually or in groups</li> <li>• To promote the policies of the school</li> <li>• To contribute to open days, fund raising and other marketing strategies to raise the profile of the setting in the community</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Staff development:</b>   | <ul style="list-style-type: none"> <li>• To participate in a staff development and training programme which aims to enhance individual skills and create opportunities for professional development.</li> <li>• To contribute to the staff review and development process</li> <li>• Participate fully in both the supervision and employee development process, keeping their line manager informed as to the progress that children, young people and their families are making.</li> <li>• Attend and participate in regular meetings as may be reasonably directed</li> <li>• Assist the lead practitioner to support and train volunteers and students of various disciplines</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Quality assurance:</b>   | <ul style="list-style-type: none"> <li>• To work to the Government Legislation as laid out in the EYFS (or its successor)</li> <li>• Support the Headteacher in working towards any relevant quality assurance schemes</li> <li>• Work to the standards laid down within the policies, processes and procedures of the school.</li> <li>• Ensure work is completed within specific timescales.</li> <li>• Continually review/evaluate performance of duties</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

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|                                                         | including personal performance and endeavour to seek modification and improvement when required.                                                                                                                                                                                                                                                                                            |
| <b>Communications:</b>                                  | <ul style="list-style-type: none"> <li>Promote effective communication across the school, including staff, parents, children, governors and other professionals</li> </ul>                                                                                                                                                                                                                  |
| <b>Management of resources:<br/>- other than people</b> | <ul style="list-style-type: none"> <li>Create and maintain a purposeful, orderly and supportive environment in accordance with planning and assist with the display of children's work</li> <li>Support their line manager with day to day Health and Safety management within the setting (including hygiene procedures, first aid, risk assessments, arrivals and collections)</li> </ul> |
| <b>Corporate responsibility:</b>                        | <ul style="list-style-type: none"> <li>Act as a positive role model</li> <li>Support the implementation of school policies and procedures within the workplace</li> <li>Co-operate with all school staff in order to develop effective and mutually supportive working relationships</li> </ul>                                                                                             |

### Other Specific Duties

To carry out the duties in the most effective, efficient and economic manner available.

To support and contribute to the school ethos/work/ aims

Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to appropriate person

Be aware of and support difference and ensure equal opportunities for all

Develop constructive relationships and communicate with other agencies/professionals

To continue personal development in the relevant area

To participate in staff review and development appraisal process

Undertake any other duties as requested by Headteacher, which are commensurate with the grade and job title of the post

#### Other specific conditions of service

Where the postholder has a disability, every effort will be made to make reasonable adjustments to enable them to carry out the duties of the job.

This job description is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.

#### Safeguarding

Douglas Valley Nursery School's Governing Body takes seriously its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within our school to identify, assess and support those children who are suffering harm.

We recognise that all adults, including temporary staff, volunteers and governors, have a full and active part to play in protecting our pupils from harm, and that the child's welfare is our paramount concern.

March 2019

# Douglas Valley Nursery School

## Person Specification / Selection Criteria

|              |                    |
|--------------|--------------------|
| Post title:  | Early Years Worker |
| Post number: |                    |

### A. Experience

|                                                | Essential | Desirable | Source<br>A = Application<br>I = Interview<br>R = References<br>T =Task/Observation<br>P = Presentation |
|------------------------------------------------|-----------|-----------|---------------------------------------------------------------------------------------------------------|
| Working with or caring for children 2 -5 years | ✓         |           | A,I,R                                                                                                   |

### B. Training and Qualifications

|                                                                                                                                          | Essential | Desirable | Source |
|------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|--------|
| NVQ2, or evidence of the equivalent QCF credit value, or an equivalent qualification in a relevant area                                  | ✓         |           | A,I    |
| Good literacy and numeracy skills                                                                                                        | ✓         |           | A,I,R  |
| Willingness to participate in training, other learning activities and the professional development review process in place in the school | ✓         |           | I,R    |

### C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

|                                                                                                                                                  | Essential | Desirable | Source |
|--------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|--------|
| Knowledge of child development and learning                                                                                                      | ✓         |           | A,I,T  |
| General understanding of the Early Years Foundation Stage                                                                                        | ✓         |           | A,I,T  |
| Be able to make effective use of ICT to support learning                                                                                         |           | ✓         | A,I    |
| Basic knowledge of first aid                                                                                                                     |           | ✓         | A,I    |
| Understanding of relevant policies, codes of practice and awareness of relevant legislation e.g. Every Child Matters; Children's Centre strategy |           | ✓         | A,I    |
| Knowledge and understanding of safeguarding.                                                                                                     | ✓         |           | A,I,R  |

|                                                                                                 |   |  |       |
|-------------------------------------------------------------------------------------------------|---|--|-------|
| Knowledge and understanding of health, safety and security, confidentiality and data protection | ✓ |  | A,I,R |
|-------------------------------------------------------------------------------------------------|---|--|-------|

## D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

|                                                                                                                               | Essential | Desirable | Source  |
|-------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|---------|
| Ability to build positive relationships with children and their families.                                                     | ✓         |           | A,I,R,T |
| Ability to be flexible in their approach to working with children and families.                                               | ✓         |           | A,I,RT  |
| Ability to use effective interactions to support and extend children's learning                                               |           |           | T       |
| Ability to communicate effectively both verbally and in the written form                                                      | ✓         |           | A,I,R   |
| Ability to work constructively with other agencies                                                                            |           | ✓         | A,I,R   |
| Ability to work constructively as part of a team understanding roles and responsibilities and your own position within these. | ✓         |           | A,I,R   |
| Ability to use a range of techniques when working with children and families to meet specific needs.                          | ✓         |           | A,I,R,T |
| Ability to use their own initiative in challenging situations                                                                 | ✓         |           | I,R     |
| Ability to work in an anti-discriminatory manner                                                                              | ✓         |           | I,R     |
| Good interpersonal skills                                                                                                     | ✓         |           | I,R,T   |

## E. Physical Requirements

Where the applicant/postholder has a disability every effort will be made to make reasonable adjustments to enable them to carry out the duties of the post

## F. Legal Issues

|                                     | Essential | Desirable | Source<br>A = Application<br>I = Interview<br>R = References<br>T = Task<br>Observation<br>P = Presentation |
|-------------------------------------|-----------|-----------|-------------------------------------------------------------------------------------------------------------|
| Legally entitled to work in the U.K | ✓         |           | A,I                                                                                                         |

