

JOB DESCRIPTION: **Early Years Assistant/Practitioner**

(Temporary Position – rate of pay £7 - £8 per hour depending on qualifications/experience)

Reports to: Nursery Early Years Manager

Place of Work: Deddington Village Nursery

Overall Purpose: To work as a part of a team in providing quality Early Years education in accordance with the EYFS. To take responsibility, with colleagues, for the safety, care, supervision and well-being of all the children in the setting.

1. To work in the settings, directly with the children, in accordance with the weekly plans.
2. To assist children when settling into the setting, building a relationship with them and their parent/carer.
3. To provide for the emotional needs of the children e.g. to comfort and reassure them at any time of distress.
4. To care for the child's needs during sessions by observing and monitoring the child's progress and liaising with parents and encouraging them to contribute expertise.
5. To be jointly responsible for the upkeep of records and assessments for children and making observations on other children, when appropriate, for other staff.
6. To develop a day-to-day rapport with parents, informing parents of their child's activities and being available, especially at the beginning and the end of each session, to answer queries.
7. To assist with the setting up of activities at the beginning of the day and the clearing away at the end of the day. There may also be occasions, at the end of the day, when assistance will be required to change wall displays and other activities.
8. To assist all children in the session, not just key group children, and to cover the session if the Manager/Deputy Manager or other senior member of staff is called away for any reason.
9. If appropriate, to be the nominated key person for identified children and complete and maintain an EYFS profile for each child.
10. To attend, with notice, staff meetings and parent's evenings as required.
11. To be aware of and abide by the settings' Policies and Procedures.
12. To attend any relevant training courses.
13. Any other duties, as requested, by the Early Years Manager