



## WOKINGHAM BOROUGH COUNCIL JOB DESCRIPTION

<b>Job Title:</b>	Unqualified Early Years	<b>Job Ref:</b>	
<b>School:</b>	The Ambleside Centre	<b>Salary:</b>	£24,027 - £24,404
<b>Reports To:</b>	Headteacher		
<b>Grade:</b>	2		
<b>Employment Status:</b>  Permanent, all year round			
<b>Hours of Work:</b>  Full Time – 37hours per week			
<b>Job Purpose</b>  To contribute to the care, education and support of children within the nurseries.			
<b>Organisation Chart:</b>  <pre>graph TD; A[Headteacher] --&gt; B[Senior Leadership Team]; B --&gt; C[Early Years Practitioners]; C --&gt; D[Apprentices]</pre>			
<b>Summary of Main Contacts</b>  Children Parents/carers Other staff Other professionals Visitors			

## **Safeguarding Statement**

We take our safeguarding responsibilities very seriously, and we work hard to make sure our school has effective safeguarding systems in place. We expect everyone working in the school to share a common objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn in
- identifying children and young people who are likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

## **Main Tasks/Accountabilities**

1. To initiate and lead activities and routines for individual and small groups of children that support their learning and development.
2. To promote the health, safety and welfare of the children in the nurseries at all time.
3. To have an understanding of and be able to follow all relevant Ofsted and nursery school policies and procedures.
4. To assist in preparation and serving food and drink to the children, having due regard for health and hygiene, dietary and parental requirements.
5. To undertake toiletry, physical support routines of children as necessary.
6. To reflect alone and with others in order to understand own and children is learning.
7. To maintain a safe, secure and stimulating learning environment.
8. To work within the principles and requirements of the Early Years Foundation Stage.
9. To take responsibility for record keeping, assessment and planning of next steps in children's learning, in partnership with parents and carers.

10. To contribute to the identification and care of children who may have additional needs.
11. To build and maintain a partnership with parents and carers, maintaining confidentiality at all times.
12. Where appropriate, to contribute to liaison with outside agencies and fellow professionals, maintaining confidentiality at all times.
13. To attend regular staff and training meetings.
14. To participate in the performance Management scheme.
15. Any other duties that reasonably fall within the purview of the post, which may be allocated after consultation with the postholder.

## PERSON SPECIFICATION

### Knowledge/Qualifications

- NNEB/Cache Level 3 Diploma
- Good standard of general education e.g. GCSE English, Mathematics and Science

### Skills/Abilities:

- Good questioning skills
- Ability to work within a team working environment and also able to work independently
- Excellent communication skills and interpersonal skills
- Ability to follow strict health and safety regulations
- Confidentiality at all times
- Knowledge of the national school curriculum
- Good observation and assessment skills
- The expected outcomes of individual activities the length of time allocated to the task
- An ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary.

### Experience:

- Experience of supporting children with a variety of additional needs.
- Experience of working with young children.
- Experience of working with children under three.
- Keyworker for at least 2 years.
- At least three year's experience of working with children

### Personal Qualities:

- Calm under pressure, adaptable and energetic
- A caring and positive attitude
- A good listener and sensitive to pupils needs
- A sense of responsibility
- Positive behaviour management

### Special Factors:

Prepared to attend occasional evening meetings