

First Steps (Bath)

Assistant Early Years Practitioner Early Years Specialist Service

Support Grade, Spinal Point 14

Job Purpose

To assist with the planning, organising, and delivery of specialist early education and care for a group of children aged between 2 and five years with special educational and/or complex health needs. To work within an anti-discriminatory and inclusive environment and support the team to enable all children to reach their full potential.

Job Description – main duties

- To assist the team with the planning and organising of activities that extend learning actively promoting children's participation.
- To produce accurate and effective observations to assess the children's progress and the effectiveness of the learning environment.
- To work towards or where appropriate to hold key person responsibilities, adhering to the First Steps guidelines on the role of the key person.
- To work to support the development of the children within the Early Years Foundation Stage.
- To manage the children's behaviour and routines in line with First Steps policies and guidelines.
- To work in respectful partnership with parents, carers, and other professionals always.
- To work within First Steps health and safety guidelines and undertake specific tasks related to the safety and hygiene of the children and the nursery.
- To work within First Steps child protection procedures, inclusion policy and confidentiality policy.
- To share tasks as directed by seniors as part of the general upkeep, tidiness and cleanliness of the nursery environment and resources, and which contribute to the general well-being of the team.
- To participate in and contribute to regular staff meetings, appraisals and training including INSET days so to improve skills and knowledge and develop a positive attitude that enhances practice.
- To maintain a high level of professionalism, both inside and outside the nursery.
- To undertake any other tasks, as requested by the management team, that are necessary for the smooth running of the nursery and the welfare of the children in its care.

Reporting to: Service Manager

Based at: Bath Opportunity Preschool, Early Years Specialist Service,
Broadlands Academy Saint Francis Road, Keynsham BS31 2DY.

Person specification

Experience:

- experience as a parent/carer (desirable)
- experience as a worker or volunteer who has worked locally with families, parents, or carers (desirable)

Qualifications:

- Willingness to work towards NVQ Level 2/3 care and education.

Skills:

- Good communication skills
- Ability to relate well to people of all ages and abilities.
- Ability to handle information securely and confidentially.

Knowledge

- Child development
- Knowledge of the importance of safeguarding children.
- Knowledge of how to provide a safe environment for children and how to model good behaviour for children to follow.

Personal Qualities

- Commitment to working in partnership with families, in line with anti-discriminatory and inclusive practice.
- Able to respect and uphold First Steps values and to implement policies and procedures including confidentiality and child protection.

General

- Enhanced CRB check required.

Updated in line with the Early Years Specialist Service contract requirements, effective from September 2023.