Job Description

Job Title: Early Years Assistant

Responsible to: Early Years – the organisation for young children

Reports to: Early Years Leader

Salary: NJC Scale 1, Point 10-11 (£13,874-£14,733)

Hours: 37 hours per week

Location: Splash Sure Start

Tenure: Permanent

Allowances: Travel expenses will be paid according to Early Years – the organisation for young children rates and guidance.

1. Job Purpose

The post holder will be responsible for assisting the Leader in the delivery and ongoing development of the Programme for Two Year Olds. The post holder will also assist in the development and delivery of high quality sessional crèche sessions and early years programmes. These will include working in partnership with families to promote and facilitate positive parenting and the enhancement of the role of parents as ‘first educators’.

The post holder will be responsible for assisting the leader in ensuring the overall safety and well-being of the children and for implementing the standards laid down by Sure Start, Early Years – the organisation for young children and Social Services.

2. Key Tasks

**Programme for Two Year Olds**

- To assist the Leader in the delivery of a Programme for Two Year Olds within the Sure Start area.

- To assist the leader in providing an education programme for parents based on the principles of the Programme for Two Year Olds.

- To work along with the leader and other staff to ensure there is a caring and welcoming environment for the children and their families.

- To carry out agreed termly home visits with identified key children if required, in line with the programme principles.

**Crèche**

- To assist the Leader in the delivery of high quality sessional crèche sessions within the Sure Start area.
• To be involved in the development and delivery of other relevant programmes, e.g. language development, play development, support for Parent and Toddler Groups etc.

**General duties**

- To carry out the agreed system of observations and documentation.
- To regularly engage with families on an individual and group basis as appropriate to ensure children’s learning outcomes are shared and agreed with parents and carers.
- To assist the leader in the mentoring of volunteers/trainees.
- To assist the leader in the running of the sessions generally.
- To assist the leader in ensuring that the sessions are appropriately laid out before commencement and tidied away at the end and that good standards of hygiene are followed and that equipment is safe and checked regularly for repair.
- To assist with ensuring the overall safety and well-being of the children.
- To work with the leader to ensure that all policies and procedures are adhered to at all times and all written records are appropriately maintained in accordance with Sure Start, Early Years – the organisation for young children and Social Services guidelines.

3. **General**

- To represent Early Years as agreed with the Line Manager.
- To be committed to own and employees’ personal development and growth.
- To provide the appropriate service and to treat all stakeholders in a courteous and respectful manner.
- To demonstrate commitment to Early Years by regular attendance and the efficient completion of tasks allocated.
- To take part in and assist in the organisation of special events, outings, visits and any other activities as required.
- To promote Early Years and the Sure Start Programme.
- Be available for planning, review, support and appraisal meetings and any relevant training and staff development as required.
- To carry out all duties in compliance with Early Years Health and Safety Policy and Statutory requirements.
- To adhere to Early Years values and behaviours in all aspects of employment
- To adhere to Early Years Equal Opportunities Policy throughout the course of employment.
- To adhere to Early Year’s Confidentiality Policy.
- To adhere to Early Years Child Protection Policy and Procedures.
- To maintain the high standards of personal accountability to ensure the ongoing confidence of the public in the staff of Early Years.
- To carry out any other duties falling reasonably within the competence and capability of the post holder.

The duties and responsibilities outlined in this Job Description are not meant to be definitive nor restrictive and may be modified to meet changing needs. It should be noted therefore that duties, designation and location of the post might be subject to change in the future to meet the changing requirements of the service.