

Job Description

Job Title:	Early Years Assistant
Responsible to:	Early Years – the organisation for young children
Reports to:	Early Years Leader
Salary Scale:	NJC Scale 1, Point 3 (£18,065) pro rata
Hours:	Various contracts available <ol style="list-style-type: none">1. 37 hours per week year round2. 30 hours per week, term time with additional driving duties3. Bank staff, as and when needed
Location:	Fermanagh Early Years Children and Family Centre
Allowances:	Travel Expenses will be paid according to Early Years – the organisation for young children rates and guidance.

1. Job Purpose

To promote and develop high quality, evidence-informed early childhood services for young children, their families and communities, working to ensure:

- Children are strong, competent and visible in their communities
- Children are physically and emotionally healthy
- Children are eager and able to learn
- Children are respectful of difference
- Children grow up in a peaceful, prosperous and shared region

Guided by our values:

- Childhood - in its own right
- Listening to children – and those who care for them
- A strong voice for children
- Play, fun and creativity

- Parents as first educators
- Participation of children and families
- Community involvement and development
- Partnership
- Inclusion and diversity

- Excellence and evidence-based innovation
- Effective stewardship and governance
- A professional, committed and recognised workforce
- Valuing staff, members and their commitment

Working ethically is intrinsic in all that we do:

“We should endeavour to work fairly, with honesty and transparency; everything we do has to stand the test of public scrutiny. We should be caring and responsible for our actions,

show respect for our colleagues, and always work for the benefit of the communities we serve, spaces we inhabit and culture we create.

To ensure children attending the Daycare programmes have the best start in life by providing a safe, welcoming, high quality, inclusive early education environment, working to improve the ability to learn, improve health and social development of children, antenatal to four years of age.

To work in partnership with families to promote and facilitate positive parenting and the enhancement of the role of parents as 'first educators'.

The post holder is required innovatively to support and extend play experiences to ensure early outcomes are achieved.

2. Key Tasks

Documentation, Observation and Planning

- Assist in the continuous improvement, development and provision of high-quality innovative programmes for young children and actively encourage participation of the parents.
- To work with children and families based on a Key Worker system that meets the needs of the children.
- To contribute to and complete the agreed system of observations and documentation.
- To take part in and assist in the organisation of special events, outings, visits and any other activities as required.
- To take responsibility to ensure procedures and systems are followed to promote a smooth transition for children and families from home to the Programme and to the pre-school setting by regularly engaging with families to ensure children's learning outcomes are shared and agreed with parents / carers and other practitioners.

Environment

- To work along with the Daycare team to ensure there is a caring and welcoming environment for the children and their families.
- To work with the Daycare team to ensure the effective running of the programmes and the facilities used including both indoor and outdoor environments.
- Work with the team in creatively planning for the use of children's spaces to ensure children's developmental needs are being met.

Relationships

- With guidance from Early Years Leader 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 take part in support and supervision, annual appraisals and all team meetings.

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- To adhere to support and advice from Early Years Leader to ensure high quality is maintained.
- Promote and develop inter-agency and multi-disciplinary partnerships.

Health and Safety

- Working with the team to ensure that the programmes are appropriately planned before commencement and organised at the end and that good standards of health and hygiene are followed and that equipment and the environment is risk assessed and checked regularly for repair.
- To assist with ensuring the overall safety and well-being of the children.
- To carry out manual handling duties in line with manual handling guidelines as part of the daily role which includes lifting and/or moving equipment and children.
- To carry out all duties in compliance with the Daycare and Early Years Health and Safety Policy and Statutory requirements.
- To work with the team to ensure the safety and wellbeing of the children and guarantee that all policies and procedures are adhered to at all times and all written records are appropriately maintained in accordance with the Daycare, Early Years – the organisation for young children and in line with Health and Social Care Board Minimum Standards.

Safeguarding

- To adhere to regional and local Safeguarding Child Protection Policy and Procedures.
- To ensure effective record keeping in line with policies.

General

- To represent the Daycare as agreed with the Line Manager.
- To be committed to own personal development and growth.
- To demonstrate commitment to the Daycare by regular attendance and the efficient completion of tasks allocated.
- To promote the Daycare Programmes.
- To adhere to organisational values and behaviours in all aspects of employment.
- To maintain the high standards of personal accountability to ensure the ongoing confidence of the public in the staff of the Daycare and 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.