



JOB DESCRIPTION

POST: Early Years Support Worker

SALARY: £25,359 - £25,776 per annum (LBI NJC Scale 1-2)

HOURS: 35 hours per week, all year round

SECTION: IPA's Paradise Park Children's Centre

RESPONSIBLE TO: Nursery Manager / Deputy Manager

PRIMARY JOB FUNCTION

To assist in the provision of high quality care and education for children in the nursery and wider children's centre and to assist the staff to maintain a safe and secure play environment for the children.

DUTIES AND RESPONSIBILITIES

Under the direction of the Nursery Manager and other senior staff, to assist in the fostering of the physical, social, emotional and intellectual development of all children attending the nursery, including those with special educational needs.

1. Assist in the provision of a comfortable, safe, stimulating play environment which provides consideration of families' ethnic, cultural and linguistic backgrounds and consideration of children's gender.
2. Assist in observation, assessment and recording of each child's progress within the nursery.
3. To contribute to planning and evaluation to meet the children's needs and interests.
4. To assist in working with individual and groups of children as appropriate to their development.
5. To work in partnership with parents.
6. To assist in organising a smooth transition from home to nursery and between nursery and primary school.
7. Contribute to drawing up plans for individual children.
8. To display the children's work to draw attention to their achievements.

9. To keep up to date with current thinking by attending courses (if required), reading documents, articles etc as required in fulfilling this role.
10. At all times to carry out duties with due regard, work within and promote the organisation's policies and procedures, including the Safeguarding Policy, Health and Safety Policy, and Equal Opportunities Policies.
11. To be alert to and act on concerns regarding any children's safety, health and well-being, acting in accordance with IPA's safeguarding procedures and child protection legislation.
12. To ensure equality of opportunity for all people in service provision, and to oppose strongly any form of discrimination.
13. To promote non-discriminatory behaviour amongst the users and staff in keeping with the IPA's Equal Opportunities Policy, with particular regard for the eradication of racist, sexist and heterosexist practices, and those which discriminate against persons with special needs or disabilities.
14. To achieve agreed service outcomes and outputs, and personal appraisal targets, as agreed by the line manager.
15. To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.
16. To ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation. The nature of the job requires a high degree of initiative, confidentiality, tact and discretion when giving or receiving information, which could be confidential.
17. To carry out duties and responsibilities in accordance with the relevant Health and Safety Policy legislation.
18. To conduct yourself in a manner compatible with an organisation that works with children, promoting equalities and equal opportunities in all aspects.
19. To undertake other reasonable tasks as directed by your manager(s).

PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

You should demonstrate on your application form how you meet the following essential criteria.

Organisation: IPA		Section: Paradise Park Children's Centre
Designation: Early Years Support Worker		SALARY: £25,359 - £25,776
REQUIREMENTS		
EDUCATION and EXPERIENCE		
E	Demonstrable levels of numeracy and literacy equivalent to GCSE (A-C) (or by test)	
E	Experience of working with children (either in a paid or unpaid capacity) preferably in a day care or education setting	
D	Experience of working with 6 month – 5 year olds, preferably in a day care or education setting	
D	Relevant NVQ Level 2, or equivalent, qualification or willingness to undertake one.	
KNOWLEDGE, SKILLS and ABILITY		
E	Knowledge and understanding of the needs of young children	
E	The ability to promote all aspects of children's learning and development	
E	An understanding of Equal Opportunities and a commitment to putting it into practice in daily work, including an understanding of the needs of children from ethnic minorities, including children who are bi or multi lingual, and the ability to work within a multi racial setting, ensuring that each child's racial identity is respected, maintained and enhanced	
E	An understanding of the importance of Child Protection and the willingness to acquire knowledge of Child Protection issues and procedures	
E	An understanding of the importance of confidentiality and the ability to deal sensitively with difficult situations	
E	An understanding of health and safety in the workplace and how to implement it in this area of work	
E	The ability to relate easily to children, staff, parents and other agencies and to work as part of a team	
E	The ability to communicate clearly both orally and in writing	
E	A commitment to staff development and training	
E= Essential D= Desirable		