

Job Title: Assistant Early Years Practitioner	Role Profile Number: PCDN104
Grade: K	Date Prepared: June 2022
Directorate/Group: Children's Services	Reporting to: Specialist EY Practitioner/Senior EY Practitioner
Structure Chart attached:	No

Job Purpose

The post holder will work alongside the Senior Specialist EY Practitioner SEYC Practice Lead and SENCO and Specialist EY practitioners to provide a safe and stimulating environment in which children with Special Educational Needs and Disabilities (SEND) can learn and develop.

The postholder will work closely with the Specialist EY Practitioners to carry out activities and programs designed to support children to move towards identified targets and reach their full potential. In collaboration with the Senior Specialist EY Practitioner and the Specialist EY Practitioners, this will involve working alongside parents to identify children's needs and identify and establish appropriate strategies to support the child effectively.

The postholder will contribute to the smooth day to day running of the setting, by carrying out routine activities, as directed by the Senior Specialist EY Practitioner and the Specialist EY practitioners, such as preparing snack, setting up and clearing away activities and assisting with children's hygiene routines.

Accountabilities

- As a part of the SEYC team, to provide a safe, caring, stimulating educational environment, both indoors and outdoors, at all times, contributing to the delivery of an appropriate play based Early Years Foundation Stage (EYFS) curriculum that enables all children to reach their potential.
- To work alongside other members of the SEYC team to identify children's strengths and specific needs and contribute to the development of plans to build on the strengths and support the areas of need.
- To work alongside keyworkers to deliver planned activities for children, making observations and recording children's progress
- To understand and work to setting policies and procedures, including how to deal with safeguarding or child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies.

- To follow setting Health and Safety Procedures and policy including reporting any risks to SEYC manager or Senior Specialist EY Practitioner, to help maintain equipment safety and to apply first aid when required
- With the support of the Senior Specialist EY Practitioner and the Specialist EY practitioners, ensure records are properly maintained, e.g. , accident and incident book, risk assessments
- To contribute to the smooth day to day running of the setting, by carrying out routine activities, as directed by the Senior Specialist EY Practitioner and the Specialist EY practitioners, such as preparing snack, setting up and clearing away activities and assisting with children’s hygiene routines.
- To contribute to weekly staff meetings including highlighting concerns re children and working practice and contributing toward planning and all children’s developmental progress records.
- Under the supervision of the Senior Specialist EY Practitioner and the Specialist EY Practitioners, to meet the health care needs of children including personal hygiene and medical interventions when required.
- To work in partnership with colleagues to contribute to the evaluation of effectiveness of practice by reflecting and feeding back what has worked and any potential areas for development.
- To attend regular supervision with the Senior Specialist EY Practitioner or Specialist EY Practitioner.
- To attend training as relevant to the post of Assistant EY Practitioner.
- To follow the SEYC safeguarding policy including recording and reporting any safeguarding concerns.

Supplementary Accountabilities

- To undertake any other reasonable duties, in accordance with the setting aims and objectives.
- To participate in training, information briefings and events as and when required as part of continuous professional development.
- To promote equality and diversity best practice in all areas of work.

Knowledge & Experience

Candidates must have knowledge and experience in the following areas of business and will be required to provide evidence of this:

- Experience of working with children and their families in the Early Years Foundation Stage (EYFS)
- Experience of working with children with SEND
- Knowledge of the EYFS
- Knowledge of the SEND Code of Practice
- Good spoken and written communication skills
- Ability to work in small team and with volunteers
- Ability to keep effective records
- The ability to demonstrate effective strategies for working with a range of children
- Effective communication on many different levels, with children, parents and other professionals including spoken and written communication.
- Ability and willingness to reflect on practice, learn and adapt.
- Effective use of IT to communicate, develop and maintain records and make referrals and applications using online systems.

Qualifications

- A DFE approved L2 Early Years Qualification <https://www.gov.uk/government/publications/eyfs-staffchild-ratios-dfe-approved-qualifications>
- GCSE English and Maths, Grade C/Grade 4 (or equivalent).

Decision Making

- Making decisions regarding appropriate provision for children, including decisions based on information gathered from observational assessment.
- Is purposeful in evaluating own practice and making appropriate changes as a result. Ability to identify priorities, and provide feedback to other practitioners and setting leaders.
- Good problem solving and effective decision making within daily sessions, for example making adaptations to an activity which a child has not been able to access.

Creativity and Innovation

- With the support of the Senior Specialist EY Practitioner and the Specialist EY Practitioners, the post holder will need to be able to adapt to the individual needs of children, adopting a wide variety of approaches as appropriate and constantly seeking to overcome barriers to learning and development when they are identified.
- Ability to present activities in a variety of different ways.
- Ability to communicate on all levels.

<u>Job Scope</u>	Budget Holder	No
Number and types of jobs managed N/A •	Responsibility	.
Typical tasks supervised/allocated to others • N/A	Asset Responsibility:	N/A

Contacts and Relationships

(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)

- Working closely with, and reporting to the Senior Specialist EY Practitioner and Specialist EY Practitioners.
- Working closely with all other practitioners in the setting.
- Under the supervision of the Senior Specialist EY Practitioner and the Specialist EY Practitioners, implementing the advice and recommendations given by other services within SBC such as SALT, OT, SENAT and Advisory/Outreach teams, ensuring effective provision and support is in place for children and families.
- Working in a collaborative manner with other Early Years Providers.
- Ability to recognise and respect the contributions that others, including parents, can make to the development and well being of young children.

Other Key Features of the role

(working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury).

- This role will include regular outside work throughout play sessions
- This role will include providing intimate care to children and may include provision of medical care
- This role may include lifting and handling of children with complex needs. Training will be provided for this.
- Enhanced DBS check will be essential.

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name:
Date:	