

Role Profile

Post Title:	Early Years Assistant
Grade:	4
Date Created:	13th June 2024

ROLE DEFINITION

To assist in meeting the educational, care and welfare needs of early years children.

KEY TASKS AND RESPONSIBILITIES

Corporate Responsibilities

- Undertake individual role in line with the Council's Strategic Priorities and in compliance with the Council's corporate policies and procedures.
- Undertake any other reasonably required duties as instructed by Management or someone acting on their behalf, in addition to the role specific tasks & responsibilities detailed below.

Role Specific Tasks & Responsibilities

- Support and contribute towards the creation of a caring and stimulating environment for young children and their parents/carers.
- Support parents/carers to develop skills through play led activities and experiences.
- Provide, enable, and create exciting and challenging play experiences for children using both indoor and outdoor play space.
- Assist with the preparation and serving of snack and lunches.
- Supervise children at lunch time and encourage children with tasks such as managing cutlery and eating lunch.
- Communicate effectively with team members, parents/carers and other agencies to ensure the best outcomes for children.
- Assist in the provision of individual and personal care to all children this may include assisting children with specialist apparatus or children with an agreed individualised care plan.
- Assisting in supporting record keeping by e.g., contributing towards the individual child's personal learning profile.



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- Welcome parents/carers and visitors.
- Undertake appropriate skills training and personal development. For those working towards SCQF Level 6 Social Services (Children and Young People) this must be completed within three years of appointment.

ESSENTIAL / DESIRABLE CRITERIA

	Essential	Desirable	Evidence
Education and Qualifications	• SCQF Level 6 (or prepared to work towards) Social Services (Children and Young People) or an equivalent	• Evidence of further education • First Aid Qualification	• Application Form • Interview
Experience	•	• Working with young children	• Application Form • References • Interview
Specialist Knowledge	• Interest in children's learning and development	• Early Level curriculum	• Application Form • Interview • Pre/Post-Interview Check (if appropriate)
Skills and Abilities	• Written and verbal communication skills • Interact with children and adults • Work on own initiative and as part of a team • Organisation skills	•	• Application Form • References • Interview
Other	• Required to join the PVG Scheme for this type of regulated work	•	• Application Form • Interview



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	Registered or in the process of registering to meet the requirements of the SSSC		Pre/Post-Interview Check (if appropriate)
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Please be aware that the successful candidate must be able to travel throughout North Ayrshire (own car/public transport/pool cars etc) for work purposes, meetings, training courses etc.



OUR STAFF VALUES & BEHAVIOURS

Value	Behaviours
<u>Focus</u> we put our customers first we understand the bigger picture	• Provide excellent customer services • Meet and, where possible, exceed the expectations of internal and external customers • Understand the performance levels and standards required within our own role and strive to achieve and, where possible, exceed these • Know how the work we do fits into the overall performance of the Council
<u>Passion</u> we take pride in the jobs we do we are ambitious for our community	• Take ownership of our own actions and performance • Reflect on the work we do and consider how it could be improved • Have a positive impact on the lives of our customers and their communities • Push the boundaries to help our customers and communities realise their potential
<u>Inspiration</u> we all look for better ways to deliver our services we achieve the best results by working together	• Find new ways to deliver improvements, efficiencies and value for money • Embrace change with enthusiasm and creative ideas • Work together and creatively produce the best outcomes for our customers and communities • Plan all activities with the end goal in mind

