JOB DESCRIPTION

Dumfries & Galloway COUNCIL

Job Title: Early Years Support Assistant		**Ref No:**	**JE Ref:** BM38(2)
Department: Education, Skills and Community Wellbeing	**Band:** 5	**Location:** Dumfries and Galloway	
Responsible To:	Headteacher		
Responsible For:	N/A		
Job Purpose:	To work as an effective member of an Early Years team delivering a flexible, high quality, education and care centred service that meets the needs of young children.		
Main Responsibilities:	• To work directly with young children, including those with additional needs in a safe, secure and stimulating environment • To adhere to the Scottish Social Services Council code of practice for carers at all times. • To observe, record and report (verbally and/or in writing) on individual children's progress under the guidance of and in collaboration with the Nursery/Support for Learning Teacher/Pre-school Centre Officer in line with the Council's policies and procedures.		
Job Activities:	1. Contribute to ensuring the delivery of an effective care and early years service in line with the pre-determined policy and procedures. 2. To work flexibly as part of the larger Childcare & Early Years Services team, assisting and supporting colleagues wherever required to ensure the smooth running of the service. 3. To maintain daily registers, children's records and similar child related information. 4. To carry out daily health and safety checks. 5. To provide support for pupils with additional needs to achieve targets (all areas of the curriculum) as set by the SFL/Nursery Teacher 6. Supervise and where appropriate, engage in play activities with the children, actively encouraging the children's participation at all times. 7. Preparation and maintenance of materials, resources and equipment within the nursery on a day-to-day basis. These tasks may include enlarging, differentiation ie simplifying material, art work, etc for children with additional needs. 8. Participating in assessment of individual pupils with additional needs. This may include involvement in preparing reports, regular meetings, planning goals. 9. To assist in the preparation and service of snacks / refreshments for the children; which must be prepared in hygienic surroundings and support children and young people's physical health through encouraging a healthy lifestyle and providing nutritional food and drinks. This may include assisting children or carrying out feeding programmes for children with additional needs. 10. Physical/cleaning tasks approximating to the home care of nursery children e.g. intimate care. This may include dealing with incontinent children or carrying out personal hygiene routines for children with additional needs. 11. Administration of medication 12. Use specialist equipment, e.g. wheelchairs, body appliances, hearing equipment.		

	13. Any other duties deemed necessary by the Director	
Performance Management	***The job activities listed are not exhaustive and may be added to or amended consistent with the job purpose.*** • To manage your own performance and any staff you may be responsible for in accordance with the Council's values of Customer First, continuous improvements, openness and honesty, local decision making and team working. • To achieve the agreed performance targets detailed in the work plan and contribute to performance appraisal activities. • To manage your own performance in compliance with all Codes, Regulations and procedures including Code of Conduct, Health and Safety and Governance. • To manage risk, promote risk awareness and prioritise work in light of the risk analysis. • To actively commit to the Council's equality and diversity vision statement and associated policies that promote fairness and equality and celebrate diversity, in dealing with colleagues, clients and service users. • To take all reasonable measures to limit carbon emissions and reduce energy/ resource consumption when undertaking work activities.	
Prepared by:	**Sandra Fisher**	**Date:5th March 2013**

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