Early Years Assistant

JOB PROFILE

Incorporates

Section 1 **Post Descriptor**

Section 2 **Person Specification**

SECTION 1: POST DESCRIPTOR

1. JOB DETAILS

Job Title: Early Years Assistant

Service Area: Education Learning & Attainment	**Section:** Early Years
Reports to: Head Teacher / Principal	**Grade:** 3
Position Number: ES8823	**Gauge Reference:** A7459

2. JOB PURPOSE

Working collaboratively as a member of the early year's team within early years centres/school nursery classes, early years assistants are responsible for the supervision of children during the lunch period, and also to undertake laundry duties within the establishment.

3. DIMENSIONS and SCOPE OF JOB
(including budgetary and staffing responsibilities)

Budget: N/A

Staffing Direct: N/A

Staffing Indirect: N/A

4. ORGANISATIONAL CHART
(shows levels directly above and below this post and includes grades of posts)



5. ROLE OF SERVICE AREA/SECTION

Education, Learning and Attainment is managed by the Chief Education Officer. The service is responsible for the delivery of all educational services to the people of West Dunbartonshire.

The Early Learning and Childcare section of provides early learning and childcare services to children aged 0 – 5 years, and Out of School Care for primary aged children.

6. KEY ACTIVITIES, RESPONSIBILITIES and OUTCOMES

- Operate as part of a multi-disciplinary team of fully qualified ELCO's, supported by early year's assistants, to support supervision of children during daily lunch period.
- Carrying out laundry duties as directed by the head of the establishment, and in line with agreed cleaning standards.
- Building good relationships and contact with children, staff and parents.
- Encouraging children and modelling high standards of sharing, eating with others, trying new and unfamiliar foods and turn taking.
- Responsible for the supervision of the children in the lunch hall/room
- Undertake tasks with groups of children as directed by senior staff e.g. supporting children with snack and lunch.
- Providing comfort and care for minor accidents, upsets or ailments, reporting to ELCO's if considered serious.
- Helping children who need support whilst encouraging independence.
- Assisting with the toileting of children in line with their own requirements – ranging from assisting to use the toilet or changing children.
- Have an understanding of the needs of children and the ability to respond appropriately.
- Comply with health and safety regulations.

7. PROBLEM SOLVING

The post holder will deal with mainly familiar problems; however in the event that something out the ordinary arises they will be responsible for liaising with the Head Teacher / Principal ELCO or management representative to resolve it.

8. PLANNING

Provide daily cover, over lunchtime period, whilst ensuring laundry duties are undertaken on a daily basis.

9. ASSIGNMENT AND REVIEW OF WORK

The assignment and review of work is with the Head Teacher/ Principal ELCO

10. COMMUNICATIONS AND WORKING RELATIONSHIPS

Internal communications and working relationships:
The post holder will communicate with the pupils and other establishment staff as appropriate.

External communications and working relationships:
Only in exceptional circumstances would the post holder be required to liaise with other representatives from the authority. This would be in emergency situations when no management representative was present at the school.

11. DECISION MAKING

The post holder will be responsible for making decision relating to the role they undertake. These will normally be day to day operational decisions. For anything out the ordinary these will be escalated to the Head teacher/ Principal ELCO.

12. MOST CHALLENGING PART OF THE JOB

Dealing with behaviour and supervision of children during lunch time.

13. GENERAL

Disclosure: This post is considered Regulated Work with vulnerable children under the Protection of Vulnerable Groups (Scotland) Act 2007. Further details of this scheme can be found here.

Preferred applicants will be required to become members of the relevant PVG scheme, or undergo a PVG Scheme update check prior to a formal offer being made by West Dunbartonshire Council.

Politically Restricted Post: Not applicable to this post.

The duties and responsibilities contained within this Post Descriptor are neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties commensurate with the level and grade of the post without changing the general character and nature of the post.

The Post Descriptor may be subject to revision, depending on the future needs of the post and the organisation, following appropriate consultation.

14. WDC TRAINING

West Dunbartonshire Council – Operates Skills Passports for all employees, which details the training available and timescales for undertaking courses. Skills passports are available via the Council's Intranet Organisational Development & Change

- Skills Passport A – New Entrant Employee Passport

Includes WDC Induction; Equality & Diversity; Data Protection (GDPR) & Security Awareness and relevant i-learn modules;
Policy Reading: Code Of Conduct; ICT Information Security Policy and Acceptable Use Policy

- Skills Passport B – WDC Employee Passport

Includes relevant i-learn modules

15. ROLE SPECIFIC TRAINING

- Food Hygiene
- Infection control -
- Corporate Induction session
- Safe guarding children

Post Descriptor Prepared by: Education Support Officer **Date:** April 2020

SECTION 2: PERSON SPECIFICATION

Essential	Desirable
Qualifications	
Good basic education	First Aid Certificate or similar qualification
Professional/Scheme Membership	
Membership of PVG scheme - Children	
Training	
Willing to undertake any necessary training	
Experience	
Previous experience of working with children (0-5) and/or in a school environment	Evidence of working in a similar post
	Experience of working with children and young people with a range of additional support needs.
Knowledge and Skill	
Good organisational skills	Ability to demonstrate competent verbal and written communication skills.
Good interpersonal skills	
Disposition	
Friendly but firm.	
Willing to work as a team and on own initiative.	
Ability to use your own initiative and display sound judgement within the remit.	
Ability to stay calm under pressure / in a crisis	