**JOB DESCRIPTION - CHILDREN AND FAMILIES SERVICE**

**IDENTIFICATION**

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|---|---|---|---|
| Post Title: | Early Years Support Assistant | Post Ref: | |
| Section: | Early Years | Grade: | 4 |
| Responsible to: | Head Teacher/Centre Manager | | |
| Responsible for: | N/A | | |

**JOB PURPOSE**

To contribute to effective early learning opportunities and environments by working as a member of a team to support the development of high quality, integrated early years services for children and families.

**PRINCIPAL WORKING CONTACTS**

Pupils
Parents/Carers
Staff of the Nursery/Early Years Centre

**MAIN DUTIES**

To assist in the general maintenance and specific development of the early years environment as a part of the early years team

To have a support role with groups of children within the nursery setting

To assist in the setting up of learning activities as requested by the manager

To assist in the maintenance and preparation of materials and day to day organisation of resources as required by the manager

To support the creation of a warm, caring and respectful environment in which each child feels secure and valued

To support and promote each child's self esteem through the development of positive and supportive relationships

To motivate, encourage, and listen to children

To be aware of establishment procedures including the need for confidentiality

To contribute towards the development of positive links between home and nursery, establishing relationships with families

To hold or obtain appropriate level of qualification for Support Worker as defined by the Scottish Social Services Council (SSSC), and to register and maintain registration.

To participate in staff development opportunities and training supporting continued

professional development, personal reflection and review

The postholder may be required to work within the nursery playroom/s, office environment, outdoor areas

**OTHER DUTIES**

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

# PERSON SPECIFICATION

POST TITLE: Early Years Support Assistant

DIVISION/DEPARTMENT SECTION: Children and Families - Early Years

| | ESSENTIAL REQUIREMENTS | DESIRABLE REQUIREMENTS | METHOD OF ASSESSMENT |
|---|---|---|---|
| PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS | A Qualification meeting SSSC registration requirements for a Support Worker in a day care of children service.<br><br>**OR**<br><br>Willing to work towards qualification within an agreed timescale. | A Qualification meeting SSSC registration requirements for a Support Worker in a day care of children service | Application/Interview |
| RELEVANT WORK/OTHER EXPERIENCE | Experience of working/volunteering with young children in an early years or primary school setting. | Experience of working with families | Application/Interview |
| PARTICULAR SKILLS/ABILITIES | Good organisational, interpersonal and communication skills<br><br>Can work well under direction and use own initiative as required<br><br>Effective team worker | Experience of a range of early years provision<br><br>Experience of team working<br><br>Commitment to continuous personal development. | Application/Interview |
| PERSONAL QUALITIES | Enthusiasm for securing positives outcomes for children.<br><br>Commitment to continuous improvement.<br><br>Reliable and flexible approach to work.<br><br>Understanding of importance of confidentiality | Adaptability<br><br>Creative approach<br><br>Desire to pursue career development pathways | Application/Interview |
| ANY ADDITIONAL JOB RELATED REQUIREMENTS | Member of PVG Scheme, or willing to become a member of the PVG Scheme, with satisfactory Scheme Record and/or Scheme Record Update.<br><br>Registered with SSSC within specified timescale | Registered with SSSC as a Support worker in a day care of children service | Application/Interview |