



Keep Guard Keep Safe Keep Playing

Committed to safeguarding and promoting the welfare of children.

Keep Guard Day Nursery
Early Years Assistant Job Description
Training Towards QCF Level 3 Early Years
Term Time Only-

8am to 4pm or 9am to 5pm daily plus 1 hour non contact time

Based at:	The West Wing, The Keep, Walcourt Road, Kempston, Bedford. MK42 8SJ
Responsible to :	Senior Setting Leader, Setting Leader, Teacher, Middle Leaders, Advanced Early Years Practitioners.
Working hours	36 hours per week -School Term time only (35 contact time) Term time only -Weekly Non Contact time /In-Service training Wednesday evening from 6.00 pm till 7.00 pm. Keep Guard Day Nursery works to Bedford Borough Academic Calendar

General Responsibilities:

To be committed to safeguarding and promoting the welfare of all children within the nursery acting on any suspicion of child abuse or neglect; implementing Keep Guard Day Nursery Safeguarding Procedures in line with Keep Guard Day Nursery Safeguarding Children Policy. An integral part of this duty under section 26 of the Counter-Terrorism and Security Act 2015 is to have of "due regard to the need to prevent people from being drawn into terrorism". This is known as The Prevent Duty and its purpose is to protect children from the risk of 'radicalisation' which is the process by which a person comes to support terrorism and forms of extremism leading to terrorism.

Under the direction of Senior and Middle Leaders be responsible and accountable for the day-to-day running of the Nursery adhering to the Learning and Development requirements, the Assessment requirements and the Safeguarding and Welfare requirements of The Statutory Framework for the Early Years Foundation Stage being based in either Birth to Three or Pre School.

Under the direction of Senior and Middle Leaders assist in the implementation of the EYFS, focusing on the four guiding principles to ensure 'best practice' these are:

- every child is a unique child who is constantly learning and can be resilient ,capable , confident and self assured ;

- children learn to be strong and independent through positive relationships;
- children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents and/or carers;
- children develop and learn in different ways and at different rates.

With support be responsible and accountable for ensuring that you are proactively considering the individual needs, interests and stages of development of each child in your care and are proactively using this information to plan a challenging and enjoyable educational experience for each child that is conducive to focusing on all the areas of learning and development. The three prime areas of learning and development being :

- communication and language
- physical development
- personal, social and emotional development

Also supporting children in the four specific areas of learning and development through which the three prime areas are strengthened and applied. These being :

- literacy
- mathematics
- understanding the world
- expressive arts and design

Ensuring that regard is given to the three characteristics of effective teaching and learning :

- playing and exploring -children investigate and experience things and 'have a go';
- active learning -children concentrate and keep on trying if they encounter difficulties, and enjoy achievements;
- creating and thinking critically -children have and develop their own ideas, make links between ideas, and develop strategies for doing things.

With support be responsible and accountable for ensuring that you proactively engage in formative assessment as an integral part of the learning and development process, keep parent/carers up to date with their child's progress and development and address any learning and development needs in partnership with parent/carers and any relevant professionals.

With support be responsible and accountable for promoting and ensuring equality of opportunity and anti discriminatory practice, ensuring that every child is included and supported and in regard of all staff team members, parent/carers, visitors and other professionals.

With support be responsible for developing team working relationships for the benefit of self, others and the setting. Be proactive in facilitating and establishing good working relationships with all other members of the team, taking responsibility and being accountable for working with and supporting all colleagues to develop 'best' team practice.

With support be responsible and accountable for promoting the values, beliefs and ethos of the nursery at all times and contributing to the overall development of the nursery.

To be committed to completing CACHE (QCF) Level 3 training, within set time frames, attending set training, being aware of set targets and completing all written work and the portfolio to a high standard.

Main Duties:

- 1 To notify the Designated Safeguarding Coordinator or the Senior/Setting Leader/Teacher of any suspicion of child abuse or neglect. To implement Keep Guard Day Nursery Safeguarding Procedures in line with Keep Guard Day Nursery Safeguarding Children Policy.
- 2 To notify the Designated Safeguarding Coordinator, Senior/Setting Leader/Teacher of any suspicion under The Prevent Duty in order to identify children who may be vulnerable to radicalisation and know what to do when they are identified. In order to protect children from the risk of 'radicalisation' which is the process by which a person comes to support terrorism and forms of extremism leading to terrorism or terrorist related activity. Part of our duty is to build children's 'resilience' to radicalisation by promoting fundamental British Values and therefore challenge extremist views.
- 3 Under the direction of Senior and Middle Leaders be responsible and accountable for a designated group of children in Pre-school/Birth to Three. With support ensure that you adhere to the Learning and Development requirements, the Assessment requirements and the Safeguarding and Welfare requirements of The Statutory Framework for the Early Years Foundation Stage to provide a challenging and enjoyable educational experience for each child that is conducive to focusing on all the areas of learning and development.
- 4 With support be responsible and accountable for ensuring that you are proactively considering the individual needs, interests and stages of development of each child in your care and are proactively using this information to plan a challenging and enjoyable educational experience for each child that is conducive to focusing on all the areas of learning and development.
- 5 Support all Practitioner's in their role as 'Key Person' and with support as a Key person be responsible and accountable for ensuring that every child's learning and care is tailored to meet their individual need and proactively engage and support parent/carers in their child's development and learning.
- 6 Support all Practitioners in this aspect of their role and with support be responsible and accountable for ensuring that you are proactively engaging in formative assessment as an integral part of the learning and development process, keep parent/carers up to date with their child's progress and development and address any learning and development needs in partnership with parent/carers and any relevant professionals.
- 7 With support ensure that you are always proactive in role modelling 'best practice' adhering to all relevant Keep Guard Day Nursery policies and procedures with regard to the Learning and Development requirements ,the Assessment requirements and the Safeguarding and Welfare requirements of The Statutory Framework for the EYFS and Keep Guard Day Nursery Code of Conduct .
- 8 With support be responsible for developing team working relationships for the benefit of self, others and the setting. Be proactive in facilitating and establishing good working relationships with all other members of the team, taking responsibility and being accountable for working with and supporting all colleagues to develop 'best' team practice.
- 9 Proactively participate in your own training, Supervision and Performance Review to facilitate 'best practice'.
- 10 To proactively assist all team practitioners in facilitating and developing a partnership between the nursery and parent/carers, other settings, outside agencies and other professionals.
- 11 With support to be responsible and accountable in the case of accidents as a First Aid Qualified Practitioner to administer first aid, ensuring that Incident/Accident Book is filled in and parent/carers are informed. Notifying Senior/Middle Leaders of incidents where appropriate action may need to be taken.

- 12 As a First Aid Qualified Practitioner to be responsible and accountable for obtaining such medical treatment as required, and if necessary in the case of emergency to act as an escort in order to obtain these requirements.
- 13 With regard to Keep Guard Day Nursery Medication Policy be responsible and accountable with Parent's written permission for administering medication as prescribed by the child's General Practitioner and to fill in the Medicine Book.
- 14 To be responsible and accountable for ensuring that the person collecting a child is authorised to do so. In the cases of children not being collected, to notify the Senior/Middle Leaders in order to make contingency arrangements.
- 15 To be responsible and accountable for tidying up and following procedures for the cleaning of Nursery rooms, children's toilets and washing areas, laundry, toys and equipment.
- 16 To be responsible and accountable for ensuring adherence to Control Of Substances Hazardous to Health (COSHH) procedures.
- 17 To undertake such duties of a similar level and responsibility to fulfill your role as an Early Years Assistant in the day-to-day running of the Nursery adhering to the Learning and Development requirements, the Assessment requirements and the Safeguarding and Welfare requirements of The Statutory Framework for the Early Years Foundation Stage as requested by Senior/Middle Leaders.
- 18 To be proactive in promoting and contributing fully to the overall development of the whole nursery with due regard to the philosophy and policies of the nursery.
- 19 To be committed to completing CACHE (QCF) Level 3 training within set time frames, attending set training, being aware of set targets and completing all written work and the portfolio to a high standard.