



Early Years Assistant

Woodstock CE Primary School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Job title: Early Years Assistant

Salary: Grade 5/6

Hours: 35 hour per week, with a 30 minute unpaid break.

Contract type: Permanent.

Reporting to: EYFS Phase Lead, Headteacher

Main Purpose

The Early Years Assistant will:

- Support the delivery of a broad and balanced Early Years curriculum through adult-led and child-initiated learning.
- Support children's learning, development, and care through purposeful interactions, high-quality provision and enabling environments.
- Provide assistance to children, individually or in groups, to help them engage in activities, access the curriculum, and develop a sense of achievement.
- Provide care for children's physical needs, including changing nappies or clothes as required, and ensuring a hygienic environment.

Duties and Responsibilities

Supporting Learning and Development

- Support both teacher-led and child-initiated activities, inside and outside.
- Promote inclusion by encouraging participation of all children in learning and play.
- Support the development of communication, language, and social skills through interaction and play.
- Observe, record, and share children's achievements and next steps with practitioners and teachers.
- Create a safe, stimulating, and welcoming learning environment, managing resources and spaces effectively.

Care and Well-being

- Meet children's care needs, including toileting, changing clothes, and ensuring cleanliness.
- Provide emotional support to children, particularly those who may feel upset, anxious, or unwell.
- Support the implementation of positive behaviour management strategies in line with school policies.
- Help maintain children's physical safety and well-being at all times.
- Supervise and assist children during lunchtime, promoting good table manners and ensuring a safe and enjoyable mealtime experience.

Planning and Preparation

- Assist with the preparation of resources and setting up activities to create a rich learning environment.
- Read and understand planned activities shared by teachers or practitioners, contributing ideas where appropriate.

- Help to maintain an organised and welcoming classroom environment.

Working with Others

- Collaborate with teachers, early years staff, and other professionals to support children's learning and care.
- Communicate effectively with parents and carers, sharing relevant information about their child's day and progress as directed.
- Work as part of a team to ensure a consistent and high-quality approach to early years education and care.

Safeguarding and Health & Safety

- Follow school safeguarding policies and procedures to ensure the well-being of all children.
- Promote the safety and welfare of children, identifying and reporting concerns appropriately.
- Provide first aid and care for children who have minor injuries or accidents.
- Maintain hygiene standards in the classroom, particularly in relation to changing and toileting.

Professional Development

- Reflect on and improve personal practice through ongoing professional development opportunities.
- Participate in staff meetings, training sessions, and performance appraisals as required.
- Stay up-to-date with early years education practices, safeguarding policies, and health and safety procedures.

Other Responsibilities

- Perform additional duties in line with the role, as directed by the headteacher or line manager.
- Contribute to the overall ethos and values of the school.

Safeguarding Statement

The Early Years Assistant must:

- Work in line with statutory safeguarding guidance (e.g., Keeping Children Safe in Education) and the school's safeguarding policies.
- Promote the safeguarding and welfare of all children in the school.
- Support Early Help identification and liaise with the Designated Safeguarding Lead as appropriate.
- Undertake relevant safeguarding training annually and additional training as required.

Note: This job description outlines the general responsibilities of the role. Specific tasks may vary, and the postholder may be required to perform other duties within the scope of the role as necessary.

CRITERIA	QUALITIES
Qualifications and training	➤ GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths ➤ NVQ Level 3 in Early Years Education and Childcare/NCFE CACHE Level 3 Diploma for Working in the Early Years Sector or equivalent ➤ First-aid training, or willingness to complete it
Experience	➤ Experience working in a school environment or other educational setting ➤ Experience working with children / young people ➤ Experience leading small group adult-led activities and observing children's learning in Early Years settings
Skills and knowledge	➤ Good literacy and numeracy skills ➤ Good organisational skills ➤ Ability to build effective working relationships with pupils and adults ➤ Skills and expertise in understanding the needs of all pupils ➤ Knowledge of how to help adapt and deliver support to meet individual needs ➤ Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils ➤ Excellent verbal communication skills ➤ Active listening skills ➤ The ability to remain calm in stressful situations ➤ Knowledge of guidance and requirements around safeguarding children ➤ Good ICT skills, particularly using ICT to support learning ➤ Understanding of roles and responsibilities within the classroom and whole school context
Personal qualities	➤ Enjoyment of working with children ➤ Sensitivity and understanding, to help build good relationships with pupils ➤ A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school ➤ Commitment to maintaining confidentiality at all times ➤ Commitment to safeguarding pupil's wellbeing and equality ➤ Resilient, positive, forward looking and enthusiastic about making a difference ➤ Capacity to inspire, motivate and challenge children and young people