JOB DESCRIPTION: Early Years Assistant (EYA)

General Description

To care for, nurture, educate and play with all children at Challengers Preschool(s). To work as a member of a professional team that provides high quality, nurturing, fun and friendly, play, learning and development experiences for children aged between 2-5 years. To conduct yourself in accordance with Challengers’ Policies and Procedures.

Responsibility

To conduct yourself in accordance with statutory professional standards and Challengers’ Policies and Procedures at all times within your role and commit to providing the best possible early years care and education in our Preschool(s).

You are directly responsible to the Preschool Manager and Deputy Manager.

Duties and Functions of an EYA

1. To be part of the Challengers Preschool team that provides high quality, fun and friendly play, learning and development sessions for 2-5 year olds and actively promotes our policies of inclusion and equal opportunity.
2. To assist the Preschool Manager, Deputy Manager and whole team in all aspects of care and supervision of children who attend Challengers Preschool(s) – encouraging and supporting children to fully realise their abilities and potential by providing a safe, positive and happy play environment.
3. To report any concern about a child’s welfare or safety immediately to the Preschool Manager or Deputy Manager in accordance with Challengers Child Protection Policy and Procedure.
4. To assist the Preschool Manager and Deputy Manager and follow their lead in the on-going development of the Preschool(s) including policies, procedures and practice.
5. To assist the Preschool Manager and Deputy Manager to liaise with children, parents, teachers, schools and other professional involved with the children’s care.
6. To assist the Preschool Manager, Deputy Manager and Early Years Educators to observe, reflect and plan for children’s learning and development – to include daily observations to help with the planning of activities linked to children’s interests and current themes.
7. Ensure that each child has the same opportunities within the Preschool environment.
8. Represent and be an advocate for all Preschool children.
9. To work co-operatively and closely with, and support all colleagues within the Preschool to ensure and maintain the safe and effective running of the Preschool – Sharing and passing on relevant knowledge and skills to the team in a supportive manner.
10. To assist the Preschool Team to maintain a clean, tidy, safe and secure site – treating buildings, structures, toys and equipment with respect and care. All damage to buildings, structures, toys or equipment must be reported to the Preschool Manager or Deputy Manager.
11. To comply with the Health and Safety at Work Act and support the Preschool team to do so in their practice, to provide and maintain a safe working environment for all. (Information available from Challengers).
12. Maintain the security of the building and site at all times, including the supervision of all visitors, to ensure the complete safety and welfare of the children.
13. Attend and contribute to weekly staff meetings and keep up to date of all current developments in Early Years practice in line with the Early Years Foundation Stage. Attending staff training days as required for your role, including Challengers training, some of which are over weekend days, a sufficient notice period is given for required attendance for these.
14. To perform other duties as directed by the Preschool Manager or Deputy Manager as necessary.

Personal Specification

*Qualities, character, attitude and experience of Challengers staff*

To conduct yourself appropriately and represent the Charity in a manner which reflects all the values and principles of *The Challengers Approach*.

1. A Paediatric First Aid qualification is desirable (Training is available through Challengers)
2. Demonstrate a capacity for the enthusiasm and energy that children require within a Preschool setting – join in, play with, get involved and get to know the children who attend Challengers Preschool(s).
3. Have the capacity to work effectively within a team, using initiative when needed, be flexible, adaptable and to be able to work in a disciplined way in an informal working environment.
4. Experience of working with children, working with disabilities and/or in the field of play, is desirable.
5. An understanding of the importance of how all children learn and develop through play and how preschool staff can support children through this process.
6. To show a commitment to the development of high quality, interesting, fun and creative play and learning opportunities for all children.
7. Prepared to use skills you have – these may include the arts, music, sport, drama, gardening and computing in play or through other activities within the Preschool.
8. Prepared to attend training and to learn new skills with which to develop an understanding of good practice in the Early Years for all children. An interest in continued professional development (CPD) and attaining Early Years qualifications.
9. To have a reasonable understanding of the EYFS and to be able to use this to support in planning activities for the children.
10. An awareness of planning, observing and record keeping for children and the ability to link these to the individual child’s needs.