



## Wheatley Nursery School

Job Title: Early Years Support worker – Based in Little Windmills

School: Wheatley Nursery School

Grade: G6

39 weeks a year

Hours: 35

Monday- Friday 8.45-3.15

Job Type: Permanent

Responsible to: Headteacher

### **MAIN PURPOSE OF THE JOB**

To work as part of the Little Windmills team to provide a stimulating, caring, inviting environment for young children and a welcoming and supportive atmosphere for parents/carers in accordance with the school's ethos and procedures. To work with the team to provide good quality inclusive care, education and play opportunities for 2 – 5-year-olds. This post holder is responsible for ensuring that all county Safeguarding Children policies are adhered to and concerns are raised in accordance with these policies.

### **MAIN DUTIES:**

- To work with the Little Windmills team to provide a programme of care, education and play opportunities with the nursery environment for children 2 – 5 years which fosters children's growth, self-esteem and independence
- To work to the EYFS framework requirements
- To contribute to the planning, delivery and evaluation of daily activities and to keep clear records of these
- To be involved in the development and implementation of relevant nursery policies.
- To promote team working and supportive practice
- To be a key worker for a group of children, recording and observations, keeping up to date profiles of the children's development and progress working in partnership with parents, schools, and other team members
- To communicate effectively with parents and carers of the children in the nursery
- To attend team meetings as required
- To be aware of child protection policy and procedures
- To respect the confidentiality of information received
- To attend in service training for professional development as agreed with the teacher/ head

teacher

- To undertake such other duties as may reasonably be required by the room leader/teacher/headteacher

For all staff - You have specific responsibilities under Health & Safety legislation to ensure that you:

- take reasonable care for your own health and safety, and that of others affected by what you

do, or do not do

- co-operate on all issues involving health and safety
- use work items provided for you correctly, in accordance with training and instructions
- do not interfere with or misuse anything provided for your health, safety or welfare
- report any health and safety concerns to your line manager as soon as practicable.

**SPECIAL REQUIREMENTS:**

- Satisfactory enhanced Criminal Records Bureau disclosure
- Ability to occasionally attend meetings/events outside normal hours of work for this post
- Physical: Ability to move equipment/small items of furniture when setting-up/clearing play area
- Equal opportunities: Commitment to, and understanding of, the principles of equal opportunities for all, in employment and the delivery of services

## **SELECTION CRITERIA**

Job Title: Teaching Assistant, Grade 6

### **ESSENTIAL CRITERIA**

- An understanding of learning through play
- Ability to recognise and respond to children's individual needs, interests and development
- Ability to form positive relationships and to communicate effectively with adults and children
- Willingness to work cooperatively with the rest of the staff team
- Ability to take initiative as and when appropriate
- Good standard of numeracy and written and spoken English
- Commitment to equal opportunities and provision that responds to each individual child and family

Educational achievements, Qualifications, Training and Knowledge

- Knowledge and understanding of the Early Years Foundation Stage

### **EXPERIENCE:**

- Experience of working with two-year-olds, and providing high quality learning and play opportunities that meet their developmental needs
- Experience of working as part of a team.

**JOB RELATED APTITUDE AND SKILLS FOR THIS POST:**

- Effective communication skills, with the ability to inform, inspire and motivate children and staff,  
and provide oral/written feedback to school, professionals and parents/carers
- Ability to use own initiative, problem-solve and make efficient use of resources
- Ability to ensure that the rights of children and adults are respected and promoted, and that  
discriminatory attitudes, behaviour or practices are challenged

**PERSONAL QUALITIES:**

- Commitment to own professional development and that of colleagues.
- Ability to maintain confidentiality

**SPECIAL REQUIREMENTS:**

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- Ability to occasionally attend meetings/events outside normal hours of work for this post
- Physical: Ability to move equipment/small items of furniture when setting-up/clearing play area
- Equal opportunities: Commitment to, and understanding of, the principles of equal opportunities  
for all, in employment and the delivery of services

**DESIRABLE CRITERIA:**

- Experience of working with children, and providing high quality early education and play opportunities that meet their developmental needs
- Ability to support and extend children's all-round development through a stimulating and challenging environment both indoors and outside
- Current appropriate first aid certificate or evidence of commitment to achieve this
- Food safety/hygiene qualification at Level 2 or above
- Training in safeguarding children at 'generalist' level, as defined by the Oxfordshire Safeguarding Children Board, or a commitment to complete this within 3 months of recruitment