



Highfield Priory Independent Day School and Nursery

**JOB DESCRIPTION FOR CLASSROOM ASSISTANT AND EARLY YEARS PRACTITIONER**

<b><u>Job Title:</u></b>	Classroom Assistant and Early Years Practitioner
<b><u>Salary:</u></b>	As contract
<b><u>Term:</u></b>	As contract
<b><u>Permanent / FTC:</u></b>	As contract
<b><u>Hours:</u></b>	As contract
<b><u>Line Manager:</u></b>	Deputy Headmaster
<b><u>Dotted Line Manager Reporting:</u></b>	Nursery Manager (During Holidays and Extended Care)
<b><u>Line of Senior Manager Responsibility:</u></b>	Deputy Headmaster

**Overall Purpose:**

To provide a safe, supportive and caring environment for learning, developing positive relationships with the children, parents and colleagues while maintaining strict confidentiality at all times. To give assistance and support to all staff in the classroom, in whatever capacity, to enable them to perform their duties effectively and efficiently in the education and development of young children and to provide relevant stimulus and activity for children in the after school facility and in the school's Holiday Club provision.

**Internal Relationships**

The children, colleagues

**External Relationships:**

Parents

**Key duties and responsibilities:**

To assist with the school curriculum in consultation with teaching staff. With direction, take responsibility for the supervision of a group of children and to also work one to one with individual children, ensuring all aspects of each child's development are given full consideration.

Sharing in the preparation of the classroom, ensuring equipment for activities are set out for the day and cleared away after use.

Be proactive in the process of activity planning, child observation and development records on a regular basis and as requested by your Line Manager.

Be an effective key person to children assigned to you and to take on other assigned responsibilities, as requested and advised by your line manager in keeping with your knowledge and experience.

Supervise the playground at break time, lunch time and when eating with the children.

Be involved in developing and delivering a stimulating and creative atmosphere within the group.

Assist, as required, other staff on rotation, with the school's Extended Care and Holiday Club facility

Understand and respect the need for consistency of care for the children – report for duty on time, maintain regular attendance, give appropriate notice of holiday requests and report non-attendance through sickness promptly and appropriately to your line manager.

Maintain and follow all Health and Safety policies and procedures at all times.

Develop a thorough knowledge of all of the school's operational policies and procedures, ensuring they are followed and respected at all times.

Follow all routines, duties, timetables, rotas, record keeping activities and any other reasonable duty as requested by your Line Manager.

Ensure that clean and hygienic standards are maintained at all times. This includes daily cleaning rotas, nappy changing and other nursery/housekeeping duties, when applicable.

Ensure that communication with children, parents and the staff team is polite and courteous at all times.

Share relevant information and ensure that information passed between parents and staff is communicated to your line manager as appropriate.

Take responsibility for continued professional development by attending professional training courses (in-house and external), receiving constructive feedback, reading relevant material, attending inset courses and meetings as appropriate and as directed by the Head which may at various times be outside working hours.

Maintain confidentiality about all issues related to children and their families, your own and other staff members issues and any other management or operational issues.

Involvement and enrolment in company training courses to be undertaken and completed which may, at various times, be outside normal working hours.

Provide staff cover within the nursery group and school as requested by the Senior Management Team.

Attend staff meetings if required, professional development training, (in house or external), inset courses and meetings as appropriate and as directed by the head master which may at various times be outside working hours.

Carry out other tasks required by the head master from time to time pertinent to the efficient running of the school.

#### Qualifications:

Level 3 or above in NVQ, NNEB, BTEC or similar

ICT Code of Conduct, CAF Online and Level 1 & 2 Safeguarding Certificates

#### Skills:

Channel Online training

An ability to work on your own initiative, to work under pressure and resolve problems with attention to detail

An ability to work individually and as part of a team

Self-motivated with a positive attitude

A willingness to learn and undertake further relevant training

#### Employment Information:

All members of staff are appointed to the School as a whole and may reasonably be asked to undertake similar or related duties in a department or team other than that to which they were originally appointed, or for any subsidiary company.

The School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. All staff appointed to the School are required to be checked through the Disclosure and Barring Service, and to provide evidence of identity, evidence of their entitlement to work in the United Kingdom, and evidence of qualifications declared in their application.