



## ASSISTANT EARLY YEARS PRACTITIONER

### JOB DESCRIPTION

The Assistant Early Years Practitioner will work as an effective member of the team supporting the Senior Early Years Practitioner and Childhood Practice Manager.

**Job Purpose:** to support and maintain a well-organised, safe and stimulating environment which will meet the needs of children and their families. This will be in accordance with the policies, quality assurance guidelines and codes of practice adopted by CALA.

#### Leadership & Teamwork

1. Work in partnership with the Senior Early Years Practitioner and Childhood Practice Manager and be fully involved in all activities associated with the children. Ensure a positive role model is portrayed at all times.
2. Communicate effectively with the Senior Early Years Practitioner to ensure understanding of responsibilities on a day to day basis, carrying these out in a professional and effective manner.
3. Ensure that a courteous and approachable manner is displayed at all times to parents, children and the staff team to maintain positive relationships.
4. Within the group, support the Senior Early Years Practitioner to develop Curriculum plans appropriate to the needs of individual children paying due regard to the Curriculum for Excellence. Through the medium of play, promote children's development in relation to:
  - Health and Wellbeing
  - Literacy and English
  - Sciences
  - Numeracy and Mathematics
  - Expressive Arts
  - Social Studies
  - Technologies
  - Religious and Moral Education
5. Ensure that parents, children and the staff team are receiving appropriate information in line with organisational procedures and good practice.
6. Contribute to the evaluation of the service in consultation with parents, children and the staff team. Adhere to action plans to improve the service.

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7. Work in partnership with the staff team to plan, implement and evaluate activities and experiences to promote and develop children's learning.

8. Work in partnership with the staff team to monitor and evaluate progress of individual children's development against planned strategies.

9. Adhere to the relevant planning, using Pre-birth to Three/Curriculum for Excellence/Building the Ambition, policies and procedures that support the quality of play within the centre.

10. Ensure that children have the opportunity to play in a self-directed way and the staff team interact with them in a way which supports and promotes children's confidence and individual abilities. Artwork should be displayed (where possible) and changed regularly.

11. Ensure that parents, children and staff are consulted for their ideas and are valued for their contributions.

#### **Professional Learning and Development**

12. Contribute to support & supervision meetings in consultation with staff and Childhood Practice Manager. Meet annually with the CPM for formal staff review and mutually agree a training plan for the year ahead.

13. Take responsibility for your personal learning and participate in training and personal development opportunities as agreed with your Line Manager, ensuring continuous professional development in line with the needs of SSSC requirements in relation to the ongoing work of this post.

14. Engage in professional reflection analysing theory, policy and practice.

#### **Professional Knowledge and Understanding in relation to Health & Safety**

15. Ensure that the parents, children and the staff team are familiar with and adhere to the relevant policies and procedures that support the safe running of the centre.

16. Ensure all food/snacks are prepared and served in accordance with appropriate food hygiene guidelines on a daily basis. Encourage the children to participate in the preparation of the snack provision.

#### **General Administration**

17. Ensure that observations, assessments and record keeping of individual children are kept up to date by adhering to the key worker system. Ensure responsibility for completing information for the key worker group of children.

18. Assist the Early Years Practitioner by ensuring that the daily paperwork is being completed: safety checklists; attendance registers; daily logs, children's profiles, etc.

This Job Description is not exhaustive and will be subject to amendment.

This post is exempt from the *Rehabilitation of Offenders Act 1974 by the Exclusions and Exceptions (Scotland) Order 2003* and the successful applicant will be required to become a member of the Protecting Vulnerable Groups (PVG) Scheme.

CALA is an Equal Opportunities Employer.