

**Early Years CHILDCARE ASSISTANT - CAMBRIDGE NURSERY SCHOOL**

**Responsible to: Headteacher**

**Responsible for: 2 - 4 year old provision**

**Job purpose**

To work closely with the Teachers and Early years teacher, other senior staff and colleagues to ensure the delivery of integrated early learning and care; in line with the requirements of the Early Years Foundation Stage curriculum.

Support for children and families.

* To participate in providing an inclusive, stimulating and secure learning environment that aims to support all children to achieve their full potential.
* This includes children with social, communication difficulties and complex medical needs.
* To promote and support active involvement of parent / carers in their child’s learning and development by building and maintaining effective relationships
* To assist in the promotion of parent partnership through positive and effective relationships with families.
* To assist in promoting an inclusive environment that welcomes diversity of cultures within the community and supports the individual needs of children and families of the local community.
* To seek guidance and advice, by sharing relevant information with supervisory staff to ensure individual children’s needs are met effectively.

Support for the Nursery School.

* Contribute to the school ethos, aims and principles and where appropriate meet the requirements of the development / improvement plans.
* Comply with Local Authority/ School policies and procedures relating to Safeguarding Children, Health and Safety, security, confidentiality and data protection.
* Attend and participate in regular meetings as requested.
* Attend training as part of personal and professional/centre development.

Working as part of a team.

* To meet the needs of individual children, working within the Early Years Foundation Stage.
* To work alongside other practitioners, participating in the planning and assessment of the development and learning of children from two to four years.
* To act as a key carer for children and families.
* To be willing to participate in personal and professional development opportunities.
* To share information with colleagues and seek guidance and advice when needed to ensure individual children’s needs are being met.

Provision and Promotion of Play and Learning Opportunities.

* To actively participate, as directed in the delivery of a creative and innovative range of play and learning experiences, indoors and outdoors.
* Provide a learning environment in which children are encouraged to explore, investigate and initiate their own play activities and learning experiences.
* To contribute to the monitoring and assessment of children to meet their individual needs.

**General information**

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with general character of the post and it’s grading.

All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary.

The Authority has an approved policy on Equal Opportunities in Employment and copies are freely available to all employees.