

Early Years Assistant

Early Years Assistants at Leigh Academies Trust are fundamental to delivering exceptional care and education for our youngest learners. They are vital members of the nursery team, working collaboratively to ensure a stimulating, safe, and compliant environment where every child can flourish. Early Years Assistants play a crucial role in supporting children's development, building strong partnerships with parents and carers, and actively contributing to a nurturing atmosphere that caters to each child's individual needs and fosters their natural curiosity.

Core Purpose

The core purpose of the Early Years Assistant is to provide dedicated support and contribute to the holistic development of children within the nursery setting, particularly whilst undertaking a formal qualification in childcare. They are instrumental in fostering a child-centred approach, ensuring that all activities are age-appropriate and meet the diverse needs of each individual child. Early Years Assistants actively participate in observations and planning, contributing valuable insights to support children's next steps in learning and development. Their commitment to building strong partnerships with families and other professionals ensures a consistent and supportive framework for every child's growth, upholding the highest standards of practice and compliance with the EYFS Framework.

Key Areas of Responsibility

1. Supporting Children's Learning and Care

- To actively support and promote diversity and equality within the nursery environment, ensuring an inclusive experience for all children.
- To work diligently as part of a cohesive team, providing the best possible opportunities for children and sharing ideas and feedback to ensure consistency and excellence within the room.
- To demonstrate a proactive approach, using initiative and showing resilience to take responsibility for getting tasks done efficiently and effectively.
- To ensure all activities offered are child-centred and perfectly tailored to meet the individual needs and age-appropriateness of the children.
- To contribute meaningfully to children's records through observations, providing valuable insights into their progress and development.
- To meet the individual dietary, health, comfort, and care needs of each child, demonstrating sensitivity and attentiveness.

2. Collaboration and Professional Practice

- To work collaboratively with colleagues, demonstrating appropriate behaviour and upholding professional expectations at all times.
- To work in partnership with parents/carers and other professionals, fostering open communication and strong relationships to support children's development.
- To demonstrate and ensure good practice and full compliance with the revised EYFS Framework through diligent adherence to the Nursery's policies and procedures.
- To understand the paramount importance of keeping everyone safe and the critical part played in safeguarding all children.
- To attend staff meetings and training sessions as required, contributing to a culture of continuous learning and improvement.

3. Personal and Professional Development

- To work closely alongside your assessor, including attending all training required for the successful completion of your formal childcare qualification.
- To demonstrate the ability to manage your own time effectively to complete required coursework within the given timeframe, showcasing self-discipline and commitment.
- To drive your own development through active participation in appraisals, one-to-ones, and proactively requesting supervisions where required, embracing opportunities for growth.



Person Specification – Early Years Assistant

This section outlines the essential and desirable attributes for the Early Years Assistant role:

Qualifications and Training

Essential:

- Educated to GCSE level standard or equivalent (English and Maths A*-C grade or equivalent).
- Relevant Level 3 Childcare Qualification.

Desirable:

- Paediatric First Aid Training, demonstrating readiness to respond to emergencies.
- Basic Food Hygiene Training, ensuring safe practices in food handling.

Experience

Essential:

- Experience of working as part of a team, demonstrating collaborative spirit.
- Some experience of working with children in any capacity.

Desirable:

- Experience in any role which includes face-to-face work directly with children, whether paid or voluntary, showcasing a passion for working with young people.
- Specific experience working with babies, either in a professional home-base or early years provision, demonstrating specialised knowledge and care.

Knowledge and Understanding

Essential:

- Ability to interact positively and effectively with children and support their involvement in a diverse range of activities.
- Ability to evaluate own learning needs and actively seek out learning opportunities to enhance professional practice.
- Ability to plan effective learning and care programmes, either under supervision and guidance or in collaboration with the team.
- A strong awareness of safeguarding children and the importance of child protection.

Desirable:

- A comprehensive understanding of how to provide for the unique needs of babies and very young children.
- Knowledge of early childhood development theories and best practices.
- Familiarity with the principles of play-based learning.

Skills and Abilities

Essential:

- Enthusiasm for learning and a genuine passion for working with children.
- Ability to communicate effectively and sensitively with children and colleagues.
- Caring, friendly, approachable, open, welcoming, and personable demeanour.
- Proactive and positive team player, able to work constructively as part of a team.
- Able to work under direction but also use own initiative when appropriate.
- Able to maintain confidentiality at all times, upholding professional integrity.
- Able to carry out light physical duties, including lifting children and setting up resources, ensuring a dynamic and supportive environment.

Desirable:

- Strong observational skills to effectively assess children's progress and needs.
- Basic ICT skills to support record-keeping and resource creation.
- Ability to adapt to changing situations and remain calm under pressure.

Personal Qualities

The ideal Early Years Assistant possesses an **innate curiosity** and a **playful spirit**, coupled with a **deep commitment to fostering wonder and discovery** in young minds. They are instinctively **nurturing**, capable of creating a **secure and joyful space** where every child feels seen and celebrated. This individual thrives in a **dynamic environment**, demonstrating **exceptional adaptability** and a **calm, reassuring presence** even amidst the delightful chaos of early learning. They are a **creative problem-solver**, always seeking **innovative** ways to engage children and support their unique developmental journeys. A **true collaborator**, they **build authentic partnerships** with families, understanding that a child's growth is a shared adventure. Driven by **empathy** and an **unwavering dedication to safeguarding**, they embody **integrity** and a **profound respect** for the individuality of each child, **inspiring confidence and trust** in all interactions.



Safeguarding of Students and Duty of Care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document](#) ([Department of Education](#)).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.