

EARLY YEAR'S ASSISTANT

General Profile

We are looking for an enthusiastic and skilled Early Year's Assistant to join our Foundation and Year 1 team.

Qualified

The person appointed will be able to demonstrate excellent organisational, planning, and administrative skills. They will have a full and relevant Level 3 qualification in Early Years (gained prior to 1st September 2014), or from 1st September 2014, a qualification which meets the early years educator criteria, as a minimum and GCSE English and Maths. They will be fully conversant with the Early Years Foundation Stage guidance, and have experience of delivering this curriculum.

Unqualified

We welcome applications from candidates who are either unqualified but have relevant experience and/or are interested in developing their skills to undertake study for a relevant qualification. A good standard of both written and spoken English and ideally GCSE maths is required.

All candidates will have consistently high expectations of themselves and the pupils. An ability to motivate and stimulate the pupils under the guidance of the Class Teacher is essential.

In addition, all Early Years and Year 1 Assistants are expected to support and extend pupil's learning under the guidance of the Class Teacher/Leader and to promote the social welfare of individual pupils. They will also be expected to maintain records of the children's development and, consult with parents or communicate with other professionals in or out of school, including participating in meetings in support of any of the purposes described above.

The successful applicant will participate fully in the School's Performance Management and INSET programmes and take a full share in responsibility for the discipline and Health and Safety of all pupils in the School. They will have up to date ICT skills which include the use of the MS Office package, email, cameras and iPads.

All members of Westbrook Hay Prep School are fully supportive of the aims and ethos of the School and all staff share in pastoral responsibility.

Westbrook Hay has an active Parents' Association which all staff are expected to help and support.

Westbrook Hay Prep School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo safeguarding screening appropriate to the post including an Enhanced DBS (Disclosure Barring Service) check and references from past employers. Where relevant, staff will also be asked to make a Declaration of Suitability.

EARLY YEAR'S ASSISTANT

DIRECTLY RESPONSIBLE TO: The Headmaster
REPORTING STRUCTURE: The Relevant Class Teacher /Leader
 The Head of Lower School

GENERAL

The safety and well-being of the children in the School is paramount at all times and the Early Years Assistant's responsibility for promoting and safeguarding the welfare of children and young persons with whom they come into contact, will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out their duties, the Early Years Assistant becomes aware of any actual or potential risks to the safety or welfare of children in the School, it is their responsibility to report any concerns to the school's Designated Senior Person for Child Protection or a Deputy DSP.

RESPONSIBILITIES

Day to day duties include but are not necessarily restricted to:

- To supervise the children in the playground;
- To cover After School Club duties on a rota;
- To be flexible and work as a member of a team;
- Assist where required with planning, delivering and implementation of activities;
- Be flexible and willing to assist in any area of the School as reasonably requested;
- Support and assist the Class Leader / Teacher;
- Be enthusiastic and encourage the children in all activities;
- To be pro-active in the children's learning;
- To prepare a wide variety of activities and clear them away;
- To supervise any number of children under the supervision of the Class Leader/ Teacher;
- To encourage the children to reach their potential;
- To support and assist the children in line with our Wellbeing / Intimate Care policies;
- To be fully conversant with the Early Years Foundation Stage Guidance, and other initiatives relating to the foundation stage and the national curriculum;
- To observe and assess children as directed by the Class Leader/Teacher;
- To provide the Class Leader/Teacher with feedback regarding children's welfare and development;
- To attend courses and follow current training initiatives;
- To attend relevant parent's evenings;
- To attend staff meetings when requested;
- Accompany children on School trips;
- Be fully conversant with all School Policies and Procedures (including but not restricted to Health & Safety, Welfare, Child Protection etc) and observe and implement them accordingly;
- To attend Speech Day, Family Fun day, Teddy Bear's Picnic or Easter Egg Hunt, Open Mornings and any other event relevant to the children in your care.

EARLY YEARS ASSISTANT

TERMS AND CONDITIONS

1. Salary Scale:

Salary is based on qualification and experience and is for the hours (less afterschool) as stated below. This is a full time term time position based on 39 weeks including holiday allowance.

Actual take home salary is:

Qualified CA1 £15,248 – CA4 £17,698
 Unqualified UCA1 £12,309 – UCA5 £15,682

Afterschool is paid at a rate of £11.16 per hour

2. Days/hours:

Monday – Friday	8.15am – 4.00pm
After school (rota)	4.00pm – 6.00pm Monday – Thursday
	4.00pm – 5.30pm Friday

Plus all inset days (the last Friday before each term starts), parents' evenings, open mornings, speech day, sports day and WHA events specific to the children in your care.

Plus 2-3 additional days per term for the purposes of preparing classrooms

3. Holidays. Statutory holiday to be taken in school holiday only plus bank holidays.
4. Pension: school stakeholder scheme for support staff.
5. Expenses: all reasonable costs associated with the role will be reimbursed upon receipts.
6. Notice period: 2 months following successful completion of the probationary period
7. Probationary period: 6 months. Two weeks' notice may be given by either party either during or at the end of the probationary period.
8. References: appointment subject to two satisfactory references; one from immediate previous employer and one other: required to be on file before start date
9. Driving licence: full clean required.
10. DBS: satisfactory enhanced check including barred list required on file before start date.
11. Other documentation: professional certificates; medical declaration; overseas declaration; disqualification by association.
12. Out of hours: the position may require additional duties as part of and in addition to the normal responsibilities.
13. Fee remission: as per the current WBH policy or as revised from time to time.