

## **Early Years Support Worker (Part time)**

### **Responsible to**

Loretto Junior School Deputy Head

### **1. Key Purpose of Job**

- 1.1. To support the Pre-School Twilight Sessions for children between the ages of 3-5 and After School Club (ASC) provision for children in between the ages of 5-8.
- 1.2. To support the Holiday Club provision for children between the ages of 3-12.
- 1.3. To deliver an appropriate range of leisure activities for children between the ages of 3-5 to undertake during the Twilight, ASC and Holiday Club Sessions.
- 1.4. To support the Lead Classroom Teacher in the Pre-School during term time.
- 1.5. To implement the Curriculum for Excellence under the guidance of the Lead Classroom Teacher of the Pre-School.
- 1.6. To provide a caring, secure environment, through individual attention and group activities.

### **2. Key Duties**

To undertake the duties necessary to ensure the smooth running of the Twilight, ASC and Holiday Club sessions and the necessary support required by the Lead Classroom Teacher during the Pre-School Day including, but not limited to the following:

- 2.1. To plan and implement a range of activities suitable for the age and stages of children within the Twilight, ASC and Holiday Club sessions.
- 2.2. To ensure the provision of a high-quality environment to meet the needs of individual children.
- 2.3. To ensure personal plans are created for each child and kept up to date.
- 2.4. To ensure learning journals are utilised during the Pre-School Day, Twilight and Holiday Club sessions.
- 2.5. To engage in planning as required in line with the Curriculum for Excellence.
- 2.6. To supervise and educate through play the children, covering all areas of the children's development.
- 2.7. To encourage and inspire the children where appropriate.
- 2.8. To liaise with and support class teachers, parents and carers.
- 2.9. To develop and maintain good relationships and communication with parents / carers to facilitate day-to-day caring needs of the children.
- 2.10. To support all staff and engage in a good staff team.
- 2.11. To ensure all children are signed in and out.
- 2.12. To ensure the agreed parent/carer, known to the Pre-School collects all children.
- 2.13. To record accidents in the accident book and ensure that parents sign accident forms.
- 2.14. To undertake certain domestic jobs within ASC, the Holiday Club and Pre-School e.g. preparation of snack, cleaning of equipment.

- 2.15. To ensure knowledge of all Pre-School and relevant School policies and procedures and ensure these are adhered to.
- 2.16. To ensure knowledge of up-to-date guidelines and legislations are followed.
- 2.17. To undertake food hygiene training.
- 2.18. To ensure good hygiene and cleanliness are maintained at all times.
- 2.19. To participate in training programmes and staff meetings.
- 2.20. To participate in Pre-School, ASC and Holiday Club self-evaluation.

### 3. Health and Safety Responsibilities

All employees will ensure that they:

- 3.1. Take care of their own safety and that of others.
- 3.2. Ensure that products, plant, equipment, vehicles and buildings are not damaged.
- 3.3. Comply with health and safety procedures and instructions.
- 3.4. Will not neglect, misuse, damage anything provided in the interest of health and safety.
- 3.5. Assist by reporting to their Line Manager any hazard, accident, damage or defect in order that remedial action may be undertaken.
- 3.6. Undergo any training or instruction to enable them to work competently and safely.
- 3.7. Do not take their mobile phone into the Pre-School rooms.

### 4. Key Working Relationships

- 4.1. Children
- 4.2. Parents / Carers
- 4.3. Other staff at Loretto Junior School

### 5. Other Duties

To undertake additional duties as required throughout the School, commensurate with the level of the job.

### 6. Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Eligible for registration at support worker level or equivalent with the Scottish Social Services Council (SSSC). You will be expected to register for and complete this process on joining.	Registered at support worker level or equivalent with the Scottish Social Services Council (SSSC)
<b>Experience</b>	<ul style="list-style-type: none"> <li>- Excellent understanding of the Early Years curriculum and requirements.</li> <li>- Experience within the Early Years Foundation Stage/Early Level – Curriculum for Excellence</li> </ul>	Experience of, and commitment to, outdoor learning.

<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>- A knowledge and understanding of room organisation, learning strategies and working with a free flow environment;</li> <li>- Early Years welfare, learning and development requirements;</li> <li>- Planning for learning in the Early Years;</li> <li>- The statutory requirements of legislation concerning Equal Opportunities, Health &amp; Safety, Additional Support Needs and Child Protection;</li> <li>- The use of ICT to effectively support the teaching and learning and to monitor children's progress.</li> </ul>	A knowledge and understanding of the use of a range of media – including iPads – to teach and assess children's progress.
<b>Skills</b>	<p>Ability to:</p> <ul style="list-style-type: none"> <li>- Develop good personal relationships within the team;</li> <li>- Establish and develop effective relationships with parents and the community;</li> <li>- Communicate effectively (both orally and in writing) to parents and children;</li> <li>- Deal with conflict in an appropriate manner;</li> <li>- Be reflective and learn from past experiences;</li> <li>- Show resilience and an ability to work under pressure;</li> <li>- Promote the Pre-School's aims positively;</li> <li>- Demonstrate excellent IT skills.</li> </ul>	
<b>Personal characteristics</b>	<ul style="list-style-type: none"> <li>- Committed and enthusiastic</li> <li>- Organised and creative</li> <li>- Flexible and friendly</li> <li>- Patient and resourceful</li> <li>- Determined but with a sense of humour</li> </ul>	

### Hours of Work

Term time - Wednesday to Friday, 3.00pm to 6:30pm, 10.5 hours per week.

School holidays - Wednesday to Friday, 7:45am to 6.30pm with one hour unpaid lunch break, 29.25 hours per week.

Additional hours may be available to cover for staff holidays and absence.

For a full time post, there would be 7 weeks annual leave to be taken 2 weeks at Christmas, 1 week at Easter and the remainder during term time; dates to be agreed with the line manager. Part time posts are calculated pro-rata.