

Early Years Support Assistant

Job Description

Hours	16 hours a week initially over 3 days (Mon, Tues and Wed) to support a child in setting with additional needs. Hours 8.30 to approx. 1.30/2pm
Responsible to:	Early Years Lead Practitioner and SENCO

Main Duties:

- To work closely with and look after a child in setting requiring additional support.
- To work alongside and under the instruction of the settings SENCO
- Support will include helping with personal care and snack and lunch times.
- To provide an enabling environment whilst giving the support and care as outlined in the child's Individual Support Plan (ISP).
- To ensure the safeguarding and welfare of the individual child and all other children at all times.
- To make and keep records as required
- To build and maintain positive relationships with the child's parents.
- To adhere to and follow the setting's policies and procedures.
- To undertake any training that is required.
- To ensure confidentiality is maintained at all times
- To liaise, and work in partnership with, and attend meetings with parents and any outside agencies involved as required.
- To undertake any other duties as deemed necessary by the Setting Manager and or Senco.

Please note this is not an exhaustive list of duties.

Person Specification

	Essential	Desirable
Qualifications and experience	<p>A minimum of a full and relevant Level 3 or equivalent qualification in Early Years</p> <p>Experience within an Early years setting working with children with additional needs.</p>	A Paediatric First Aid qualification completed within the last 3 years or willingness to attend training.
Specialist knowledge	<p>An understanding of Safeguarding and Child Protection</p> <p>Knowledge of EYFS welfare, learning and development requirements.</p> <p>Strong understanding of SEND within Early Years.</p>	.
Skills and abilities	<p>Ability to communicate confidently and professionally with a wide range of people.</p> <p>Good organisational and time management skills.</p> <p>Be reflective and able to evaluate.</p> <p>To be able to work under pressure.</p>	Ability to be flexible to the changing needs of the setting e.g. hours worked.

Personal characteristics	Resilient Patient Caring A sense of humour!	
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