Role Profile: Little Malties Early Years Assistant

Purpose

Little Malties is our dedicated 49 week a year day care unit for 2-3 year old girls. Girls who attend Little Malties are expected to progress through Maltman's Green School depending on their suitability to the education provided by the school and at the discretion of the Headmistress. The Nursery Assistants role is to support in the Little Malties Pre-School and help ensure the setting reflects the Maltman's philosophy: "excellence with a sense of fun". They report directly to the Manager of Little Malties, whilst working collaboratively with the wider Little Malties team.

You should have the passion and experience to help create a welcoming, secure and stimulating pre-school setting. High quality childcare is delivered through a play-based approach to learning, tailored to meet the individual needs of each child, in accordance with the Early Years Foundation Stage statutory framework.

Key Accountabilities

- Work with the Little Malties team to ensure that children attending the provision receive high quality care and access to exciting and stimulating learning opportunities.
- Coordinate with the team to provide a welcoming, dynamic and aesthetically pleasing environment which fully reflects, values and respects the ethnic, cultural, linguistic and religious backgrounds of the children and families who attend Maltman's Green.
- Demonstrate and model excellent practice at all times, working in partnership with parents as well as carers showing respect for their contribution and involving them in their child's learning, including support for their home learning environment.
- Have a knowledge of all regulatory and statutory requirements including the Early Years Foundation Stage Statutory Framework and school policies.
- Be an effective Key Worker, ensuring you build quality relationships with key children and their families.
- Model managing the children's behaviour in a consistent and appropriate way.
- Use online school systems, to record pupil attendance, track pupil progress and development and provide suitable ICT experiences for the children.
- Take responsibility for personal development, attending and participating in CPD, sharing good practice and knowledge, and participate in Inset days and the school's appraisal system.
- Undertaking further training as required.
- Foster a good working relationship with the wider school staff.
- To undertake such other duties consistent with the role and determined by the Little Maltie's Manager

Person Specification

	Essential	Desirable
Qualifications	• At least Level 2 in childcare and education (Early Years Educator) or associated qualification.	• Evidence of further professional development in Early Years education • Paediatric First Aid certificate. • Food hygiene training
Skills	• Thorough knowledge of child development and a good understanding of specific needs of individual children in the EYFS setting. • Dynamic and inspiring communicator. • Ability to act on own initiative, execute change initiatives and get things done. • Excellent written and verbal skills for maintaining child records and providing feedback to parents/carers and colleagues. • Excellent time management skills. • Team player. • Able to establish a rapport with children and adults alike.	
Experience	• At least 1 years experience working in an Early Years setting (or other suitable experience). • Knowledge of EY setting requirements and policies. • Safeguarding role and responsibilities	• Teaching in other Early Years age groups, including Nursery
Other	• Willingness to go the extra mile and inspire others to do so.	• A passion for prep school life

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required.

Maltman's Green School is committed to safeguarding and promoting the welfare of children and young people, along with their protection and expects all staff and volunteers to share this commitment.

Key Relationships

Internal: Pupils, teachers, parents
External: Professional bodies and organisations relating to Early Years Education
Reporting to: Little Malties Manager
Line Manager: Little Malties Manager and Head of Pre-Prep

Signed: …… Name (print): ……

Date: ……..

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