

## Job Description: Nursery Assistant

<b>SALARY RANGE:</b>	£18,525 (pro rata for part time role)
<b>HOURS:</b>	15 hours per week, 2 days per week (Monday and Tuesday), starting September 2022
<b>ACCOUNTABLE TO:</b>	Deputy Nursery Manager
<b>LOCATION:</b>	18 Blyth Road, Bromley, BR1 3RX
<b>PROBATIONARY PERIOD:</b>	Four months

## About BeyondAutism Early Years' Service

BeyondAutism Early Years' is an innovative service to engage with families at the earliest point of their child's life. We use the latest research and evidence from behaviour analytical practice, delivered by a multidisciplinary team. Our developmentally informed, parent led workshops supported by professionals, will be organised to address engagement, communication and play using the Early Years' curriculum, Development Matters, Essential for Living (EFL) and the Early Years Denver Model. During a session parents will have the opportunity to spend some time together, creating a supportive peer group

## Job Purpose

To provide high quality care and education for children at BeyondAutism Nursery working with other staff and local providers to deliver a fully integrated service.

**Working hours:** 8:45am – 4:45 pm Monday and Tuesday, term time

## What we expect of you

- Provide high quality care and activities for children 2-5 years old who are or might be on the autism spectrum, which recognise both individual and group requirements in a secure, safe, and stimulating environment

- Deliver activities, both indoors and outdoors, which encourage creativity development, co-ordination, independence, self-expression, and learning through play
- Participate in the Key Person system, taking responsibility for a group of children, and record and report on their progress. Set SMART targets for children based on their individual specific needs and family circumstances
- Follow the Early Years Foundation Stage Framework and other appropriate guidance for younger children
- Assist at children`s snack time, encouraging good nutrition and sociable eating.
- Assist children with personal care, including changing nappies, assisting with toileting and other associated welfare duties
- Carry out ongoing cleaning of the nursery
- Work in partnership with parents and carers, recognising that parents are their child`s first educators
- Be aware of child protection issues and follow the school`s and the council`s child protection procedures. Ensure close monitoring of children about whom there are concerns
- Participate in professional development and in-house training
- Work with other early years professionals, for example health visitors, pre-school SEN service, speech and language therapists, Ethnic Minority Achievement Service
- Act as a role model professional on and off site and represent the organisation in the public professionally and sensibly

## General

- Uphold and carry out the duties of the post with due regard to BeyondAutism`s policies
- Co-operate in the implementation of health & safety policies and ensure that the nursery`s practice and environment meet health and safety standards.
- Comply with all nursery policies and procedures, undertake training required by line manager and Head of Service.
- Undertake such duties appropriate to the grade and character of the work as may be required.

Your duties will be those set out in this job description but please note that the nursery reserves the right to update your job description from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes.

## Person Specifications-Nursery Assistant

### Essential criteria

#### Knowledge, Skills and Understanding

- Understanding of the needs of young children with additional social and communication needs and behaviours that may challenge.
- Relevant legislations and guidance including the Children's Act 1989 and the Early Years Foundation Stage
- Relevant procedures and legislation (e.g., Health & Safety, Paediatric First Aid, Food Hygiene)
- Child Protection issues and procedures.
- Equalities issues and implementation and development of equalities practice.
- Ability to observe and assess children's development.
- Warm and positive approach to children.
- Good literacy skills.
- Ability to develop good working relationships with parents and other service providers.
- Ability to adhere to Health and Safety policy.
- Ability and flexibility to cope with changing needs and demands.
- Able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.

- Willingness to actively participate in professional development and training to understand and be able to implement practice that underpinned by the principles of behaviour analysis and a total communication approach.
- Able to make progress in professional development and meet competencies by the end of the probationary period.

### **Experience**

- Experience of working in a childcare or nursery setting. (This may be on a placement or in a trainee role)
- Providing care and education to children from a wide range of backgrounds, including those with special educational needs.

### **Qualifications**

- NVQ Level 2 or at least equivalent qualification and experience.