

Role Profile Early Years Assistant

Location: Breaside Preparatory School

Department: Early Years

Reporting To: Head of Early Years

COGNITA



Role overview

What you'll be doing

Role purpose

We are looking for an Early Years Assistant to help provide a safe, secure, and stimulating learning environment for children. The role also involves working within the standards and requirements of the Early Years Foundation Stage curriculum, supporting planning and assessment, and helping children of all attainment levels achieve their full potential.

Key responsibilities

- To supervise and support pupils, including those with Special Educational Needs, ensuring their safety and access to learning activities.
 - To support pupils in learning and developing happily, both in group situations and independently.
 - To monitor pupils' responses to learning activities and, where appropriate, adapt activities as agreed with the Room Leader to achieve the intended learning outcomes.
 - To work as part of a team in planning and assessing within the current EYFS curriculum guidelines.
 - To provide detailed and regular feedback to the Room Leader on pupils' progress, achievements, and any issues, as appropriate.
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What you will be doing

- To encourage pupils to interact with others and engage in activities.
 - To establish positive relationships with pupils, acting as a role model.
 - To create and maintain a purposeful, nurturing, and supportive environment in accordance with lesson plans, and to assist with the display of pupils' work.
 - To assist in promoting the learning and personal development of the children to whom you are assigned.
 - To assist the Room Leader in supporting the Early Years team, ensuring planning and assessments are completed.
 - To work as a Key Worker for specified children and as part of the Early Years team, maintaining strong communication and supporting smooth transitions for children.
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Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct.
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing.
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy.
- To engage in ongoing training as required.

What you'll bring

Essential	Desirable
Skills <ul style="list-style-type: none">• Excellent written and communication skills.• Good interpersonal skills.• Ability to keep calm under pressure.• Intermediate IT skills (including competent use of Microsoft packages).• Able to deal with children and adults with tact and sensitivity.• Able to communicate effectively at all levels.• Able to build and develop positive relationships with the wider school staff.• Confident approach to varied situations.	Skills
Qualifications <ul style="list-style-type: none">• GCSE English and Maths (Grade A–C).• NVQ Level 3 Qualification in Childcare or equivalent.	Qualifications <ul style="list-style-type: none">• Paediatric First Aid.• Food Hygiene & Safety.
Experience <ul style="list-style-type: none">• A strong knowledge of the Early Years Foundation Stage curriculum.• Experience of delivering phonics to Early Years aged children (Jolly Phonics, Read, Write, Inc.).• Experience working with children and being able to meet their needs• Confident in meeting pupils' intimate care requirements.	Experience <ul style="list-style-type: none">• Use of basic first aid equipment.• Understanding of regulatory compliance requirements.

Key Stakeholders you'll be working with

- Internal: Teachers, Senior Leaders, Colleagues, Pupils
- External: Parents, Visitors

To be signed and dated by employee:

Signed:

Name (print):

Date:

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