

# THORPE HALL SCHOOL

## Vacancy: Early Years Assistant - Part-time

Application deadline:	20 <sup>th</sup> September 2019
Interview Date	26 <sup>th</sup> September 2019
Start date	As soon as possible
Hours of Work	32.25 hours per week Mondays to Thursdays: 08:45 – 14:45 Fridays: 08:45 – 17:00
Salary range	N4 – N10 £12,700 - £17,000 (Pro-Rata £10,795 - £14,450)

We are looking to appoint a Level 2 qualified hard-working, flexible and enthusiastic Early Years Assistant to act as both one-to-one SEN support during the mornings and as an enrichment activity assistant during the afternoons in our highly successful and innovative Nursery. The successful candidate should be able to show that they have an authentic affinity with young children, a good sense of humour, the ability to get on with people of all ages and are genuinely comfortable working in a team. This is an exciting opportunity to join our friendly and supportive Early Years team. For more information about our School please see the School's website

<https://www.thorpehall.southend.sch.uk/>

To apply for the position, please send a covering letter addressed to the Headteacher, together with a completed application form ([download here](#)) and CV.

**We are committed to safeguarding and promoting the welfare of children and young people. Applicants will be required to undertake pre-employment checks which include References, Health, Right to Work in UK, enhanced DBS and a Declaration that they are not a disqualified person under the Childcare (Disqualification) Regulations 2009.**

### Purpose:

- 1 To promote the social, academic, moral, physical and emotional development of each child in the safe, caring and stimulating environment of the school.
- 2 To promote a safe, stimulating and caring Early Years learning environment and to work with the team to provide high quality care and to promote and maintain high standards of good professional practice.
- 3 To provide one-to-one SEN support during the mornings in the Nursery.
- 4 To assist the Nursery in the delivery of its enrichment programme (Yoga, Forest School, Drama, Cookery, Art etc.) during the afternoons.

### Main Tasks, Duties and Responsibilities

- Operate a programme of activities suitable to the age range of children in conjunction with other staff;
- Support all staff and engage in a good staff team;
- Liaise with parents/carers;
- To be involved in out of working hours activities, e.g. training,

- To be flexible within working practices of the Setting. Be prepared to help where needed, including to undertake certain domestic jobs within the Setting, e.g. preparation of snack meals, cleansing of equipment etc.;
- Work alongside the Reception Teacher, Nursery Manager and team to ensure that the philosophy behind the Early Years Setting is fulfilled;
- Look upon the Setting as a “whole”, where can your help be most utilised, be constantly aware of the needs of children;
- To respect the confidentiality of information received;
- The preparation and completion of activities to suit the child's stage of development;
- Work with parents/carers of special needs children to give full integration in the Nursery;
- To ensure that Nursery mealtimes are a time of pleasant social sharing;
- Washing and changing children as required;
- Providing comfort and warmth to an ill child;
- To ensure the setting is of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development;
- To be aware of the high profile of the setting and to uphold its standards at all times.
- To actively promote and support the safeguarding of children and young people in the workplace, ensuring Setting policies and procedures are observed at all times.

*For the avoidance of doubt, the duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and at the reasonable direction of the Nursery Manager and Headteacher. This job description does not form part of the contract of employment. It describes the way the post holder is expected to perform and complete the particular duties as set out above.*

Agreed by .....  Date:
Agreed by Jobholder .....  Date:

### **Applications**

Applications should include:

1. Completed Thorpe Hall School Teaching Staff Application Form – available from the school website <http://www.thorpehall.southend.sch.uk/about/job-vacancies/>
2. An accompanying letter explaining your suitability for this post
3. A current CV with 2 referees.

Closing date for applications: Friday 20<sup>th</sup> September 2019

Interview Date: Thursday 26<sup>th</sup> September 2019