



HEARTS ACADEMY TRUST

Job Description Early Years Key Worker

Job Title:	Early Years Key Worker
Grade:	Points 2-3 (qualified to level 2) Points 3-5 (qualified to level 3)
Reports to:	Class Teacher / Early Years Leader

Job Purpose

To work in partnership with the class teacher to support social, emotional, educational and welfare needs of nursery/early years children in line with the Early Years Statutory Framework, codes of practice and school policies and procedures.

Principal Accountabilities

- Provide a stimulating, educational and safe environment for children in which they can develop to their full potential.
- Supervise pupils in their activities.
- Establish positive relationships with pupils and their parents/carers.

Duties

- Promote positive pupil behaviour in line with school policies and help keep pupils on task.
- Interact with, and support pupils, according to individual needs and skills.
- Provide support to pupils with particular learning, behavioural, communication, social, sensory or physical difficulties.
- Promote the inclusion and acceptance of children with special needs.
- To assist in planning and evaluation of activities with the teacher, providing feedback to the teacher on pupil progress and behaviour.
- Monitor and record pupil activities, progress and development.
- Record detailed observations.
- To support learning and development by arranging resources for lesson activities under the direction of the teacher.
- Be involved in induction for new children.
- Assist pupils with snack times, including preparation of food, assisting with eating and clearing up.
- To attend to pupils' personal needs including help with social, personal hygiene, welfare and health matters, including minor first aid and administering medication, toileting and nappy changing.
- To assist with the preparation, maintenance and control of stocks of materials and resources.
- Liaise with other staff and provide information about pupils as appropriate.

- To assist with the display and presentation of pupils' work.
- To assist with escorting pupils on educational visits.

General

- To understand and apply school policies in relation to health, safety and welfare, safeguarding, child protection and inclusion.
- Attend relevant training and take responsibility for own development.
- Attend relevant school meetings as required.
- To respect confidentiality at all times.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.

Signed _____ Date _____