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| **Position Title** | **Foundation Stage Worker** | | |
| **Location** | **Maintained Nursery, Foundation Stage Unit, School** | | |
| **Reporting to** | **Early Years Teacher as applicable** | | |
| **Position Number(s)** |  | | |
| **Grade** | B | | |
| **Directorate/Section/School** |  | | |
| **Effective date of JD** |  | **JE Job Number** | G.1755 |

**Context:**

This job description is designed for use in a school setting within either a nursery class or a foundation stage unit generally where there are large pupil numbers, and / or two, three and four year olds. ). The post holder would work under the supervision of a qualified teacher and alongside a Foundation Stage Practitioner who possesses a minimum of a full and relevant level 3 qualification.

**Job Purpose including main duties and responsibilities:**

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| **Job Purpose:**  Work under the guidance of the teaching and senior staff using experience and expertise in Early Years, Care and Learning, in an agreed system of supervision. |

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| **Main Duties & Responsibilities:**   * implement agreed practice with individuals and groups of children, inside and outside the nursery or foundation stage unit * work with the teacher and senior staff in the observation, assessment and planning cycle and to manage and prepare resources * Engage with and support children’s learning and generally support children with set activities, independent problem solving and creative play. * Supervise children outside usual school hours, including before and after school and at lunchtimes as required. * Accompany teaching staff and children on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher or senior staff. |

**Person specification:**

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| **Attribute** | **Essential** | **Desirable** | **Method of Assessment** |
| Management of people |  |  |  |
| Experience | * Experience of working with children of relevant age in an early learning environment. | * Experience of working in a school environment. * Experience of working as part of a team. | * Application form * Interview * References |
| Practical Skills | * Ability to relate well to children and adults including other professionals, carers and parents. * Ability to demonstrate and promote good practice in line with the ethos of the school indoors and out doors. * Firm commitment to protecting and safeguarding children at all times. | * Consistent approach with children and parents. | * Application Form * Interview * References * Practical Task/Assessment |
| Communication | * Have sufficient understanding and use of English to ensure the well-being of children in their care | * Ability to promote and market the service to the wider community. | * Application Form * Interview |
| Personal Qualities | * Work constructively as part of a team. * Understand nursery and foundation stage unit roles and responsibilities and your own position in them. * Calm, consistent approach and ability to be warm, welcoming, personable and empathetic. * Able to maintain confidentiality. | * Working knowledge of relevant policies and codes of practice and awareness of relevant legislation. | * Application Form * Interview * References |
| Strategic Thinking |  |  |  |
| Technology / IT Skills | * Ability to use other technology to support learning such as video and photocopier. | * Ability to effectively use ICT to support learning | * Application form * Interview |
| Education and Training | * Willingness to participate in other development and training opportunities as needed * Commitment to lifelong learning with emphasis on literacy and numeracy skills. * A full and relevant level 2 qualification * Safeguarding awareness or the ability to work towards | * Numeracy/literacy skills (at least equivalent to level 2 of the National Qualifications Framework) * Paediatric First Aid or Emergency Paediatric First Aid * Manual Handling | * Application form * Interview * References |
| Professional Registration |  | | * Certificate/ Registration |
| Equal Opportunities | * Devon County Council and its staff seek to eliminate discrimination, advance equality and foster good relations. | | * Demonstrate knowledge at Interview |
| Physical | * Able to carry out the duties of the post with reasonable adjustments where necessary. | | * OH1 |
| Other relevant factors | * Commit and conform to DCC Customer Service Standards. | |  |