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

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

|  |
| --- |
| **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.  |

|  |
| --- |
| **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:**

|  |  |  |  |
| --- | --- | --- | --- |
| **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.
 |  |