

Job Description

Job title:	Additional Support Worker
Group:	UK Independent Schools
Dept/Project/Service:	Danesfield Manor School
Reports to:	Early Years Manager
Usual office base:	Rydens Avenue, Walton on Thames, Surrey
Grade:	Contracted hours (depending on pupil)

Job purpose:

To work as a key member of the team providing a safe, caring and stimulating environment whilst promoting all areas of development for an identified child on a 1-2-1 basis.

Job objectives:

1. To fulfil your role as an additional support worker ensuring that individual children within your care are provided with the highest standards of care and education, meeting needs of differing cultures and religious backgrounds, and all stages of development.
2. Support individual children in relation to sleep, feeding and nappy changing routines.
3. Contribute to the individual child's profiles by writing observation notes linked to EYFS and discussing next steps for development with the key people.
4. Contribute to and be aware of the content of termly individual plans by regularly discussing the individual child with the key people.
5. Talk to parents and carers at drop-off and collection times to support key people in keeping informed about issues effecting the child/children and informing parents of pertinent information.
6. Assist key people in encouraging parents to have an input in the assessment of their child.
7. Assist in ensuring that communication books of all the individual child/children are checked daily and updated as necessary.
8. Attend school trips and other extra-curricular activities involving Early Years children as required.

Person specification:

Knowledge

Essential:

- Knowledge of Health & Safety legislation, Children’s Act, Equal Opportunities, Foundation Stage Curriculum
- Experience / knowledge of Inspection requirements
- In depth understanding of safeguarding

Experience

Desirable:

- Demonstrate previous experience of working with children in a school or nursery setting
- Experience of working with children aged 0 to 5 years
- Working as part of a team

Skills

Essential

- NVQ2 or other appropriate childcare qualification
- Good communication skills both verbal and written
- Excellent pastoral care
- Be able to demonstrate excellent time management and organisation skills

Desirable

- Paediatric First Aid Qualification

Competency Band: 4

This job description is current at the date shown below. It is subject to review and variation to reflect changes in the nursery environment and Inspection requirements.

Key Competencies for the role:

Our Values	Key Competency 1	Key Competency 2
Excellence - Creating and Leading Success	Creating Value Considers how their own job adds values and what impact it has on colleagues and learners	Delivering the vision Understands the vision and their role in the team in delivering excellence

<p>Integrity - Supporting and Building Trust</p>	<p>Communicating with impact and empathy Expresses ideas clearly and listens to what others have to say. Asks questions to clarify understanding</p>	<p>Valuing views and needs of others Listens and respects the views of others, accepting the value of different ideas and ways of working</p>
<p>Accountability - Delivering and Improving</p>	<p>Delivering value for money Understands that all actions have a cost and chooses the most effective way to do something in a resource efficient way</p>	<p>Driving performance Checks own performance against agreed outcomes and takes corrective action when problems are identified</p>
<p>Collaboration - Engaging and Partnering</p>	<p>Building effective relationships Demonstrates an interest in others and develops a range of contacts outside own team to help get the job done</p>	<p>Engaging others to achieve goals Displays enthusiasm around goals, adopting a positive approach when interacting with internal and external stakeholders</p>

Job Family: Non-Teaching

Education Development Trust is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.