

Early Years Support Assistant

Job Description



Job Description: Early Years Support Assistant

Status and hours: Part time or Full time

Responsible to: Lead Support Assistant; Head of Junior School

Job Purpose:

The assistant will work collaboratively as a member of the early years team, assisting in meeting the educational, care and welfare needs of all children. They will provide support and assistance in the day-to-day operations of the Nursery.

Duties:

The assistant will:

- provide support to early years staff and children in all learning environments e.g. supporting all aspects of early learning and development including early language, mathematics, health and well-being, lunch routines and other general early years activities
- support children in the playrooms and throughout the learning environment through organised activities, providing support, assistance and encouragement to help each individual child achieve the best learning and development outcomes possible
- assist in the provision of a high level of individual and personal care to very young children e.g. feeding, toileting, changing, dressing, applying medical aids
- assist in the provision of a high level of individual and personal care to children with additional support needs e.g. feeding, toileting, changing, dressing, applying medical aids
- maintain health and safety record checks
- manage food organisation, duties and dishes
- assist in providing relevant information through record keeping
- work as part of the school/early years staff team, ensuring the ongoing health, safety and welfare of the children
- provide comfort and care for minor accidents, upsets or ailments e.g. cuts and bruises (reporting to early years staff if considered serious)
- follow standard procedures for risk assessment within and out with the playrooms environment when required
- organise and gather related materials for individual and group learning and development opportunities as directed by EYP's
- play an active role across a wide range of activities in helping to set up and supervise activities e.g. in child support, encouraging self organisation by children and providing assistance when necessary
- provide emotional support and reassurance and assisting children in developing their social skills with early years staff and peers to encourage interaction, trust and self confidence in the setting

- assist early years staff in observing and monitoring child behaviour supportively to encourage self-reliance, positive behaviour and resolution of their own difficulties with others, devising intervention methods if necessary which are fair and appropriate in accordance to school policies
- assist the early years staff with the day to day implementation of the individual child's plan, bring individual needs to the attention of the staff
- clean playrooms and equipment when required with other early years staff; e.g. contents of cupboards, play resources, display materials
- occasionally deal with bodily fluids /changing and cleaning children as required
- help supervise the outdoor area in all weathers
- participate in appropriate professional staff development opportunities, in service, refresher training as deemed appropriate

Knowledge and Skills

- There is a requirement to be registered with SSSC
- Good basic education and standard of Maths and English to SQA standard grade level or equivalent, or previous relevant experience
- Good communication skills - verbal and written
- Good planning and organisational skills
- Be child focused and have ability to acquire and apply the necessary knowledge within the setting about the learning and care needs of all children 2-5 years including those with additional support needs.

Training

- Complete Food Hygiene course
- Be pediatric First Aid trained

Health and Safety

All members of staff are required take care for their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and should comply with accident and near miss reporting procedures.

Additional duties at the discretion of the Senior Leadership Team:

Additional duties may be required from time to time to ensure the safe and smooth functioning of the school.

Support for Hamilton College:

- Work alongside colleagues to ensure the Hamilton College ethos is fulfilled

- Ensure the Nursery is kept tidy and well maintained on a daily basis
- Develop effective working relationships with colleagues and parents
- Contribute to the maintenance of pupils' safety and security
- Respect the confidential nature of the work being undertaken and any knowledge about individual children's personal and educational circumstances
- Assist the early years staff in the smooth transition between educational phases
- Liaise effectively with parents and other parties, as required
- Be part of the Professional Review and Development process
- Undertake any other tasks as requested by the Senior Leadership Team
- Attend agreed out-of-working-hours activities, e.g., training, staff meetings etc
- To be aware of and to comply with the Hamilton College Child Protection Policy; Health and Safety; Confidentiality Procedures and all other school policies.

April 2025