



Early Years Supply/Support Worker

Responsible to	Children & Family Services Office Manager
Responsible for	None
Grade	B

Purpose

To support staff in providing and maintaining a high quality service provision within our Children and Family Services.

Main duties and responsibilities

Children

- ◆ To promote and value children's experiences within an anti-discriminatory framework taking into account all children's individual needs.
- ◆ To foster respectful and warm relationships with children and to work with them in developing and maintaining a child centred environment including reviewing environmental layouts and materials, to keep the environment safe, stimulating and attractive.
- ◆ To assume responsibility for all the children left in your care and ensuring high standards of supervision and encouraging personal hygiene with the children including being observant of their general health, safety and welfare.
- ◆ To work with all aspects of the Early Years Foundation Stage Framework (EYFS) in ensuring all children's developmental needs are met through planning, recording, monitoring and maintaining accurate observation reports and other records as appropriate to support all areas of their development.

Routines

- ◆ To ensure that health and safety checks are carried out before every session and all areas used are left clean and tidy at the end of each session.
- ◆ To monitor the condition of toys, equipment and environment in terms of safety, hygiene and correct storage, and to report any concerns immediately.
- ◆ To support staff in providing sessions which have a clear structure and meets all areas of the curriculum and coincides with children's interests including maintaining and further developing resources.

Parents or carers

- ◆ To work closely with parents/carers to meet the needs of their child/ren.
- ◆ To ensure good communication between staff and parents/carers.

General

- ◆ To work as a member of the team including attending staff meetings, supervisions and other meetings as appropriate.
- ◆ Undertake training and regular supervision as part of your personal and professional development.
- ◆ To liaise with all Farm staff and other professionals to ensure the children have rich and stimulating Farm experiences in this unique environment.
- ◆ To support staff in working with the Children & Family Services Administrators, ensuring all necessary paperwork is carried out and finances are in order.
- ◆ To work with and implement all Children and Family Services and Farm Policies and Procedures.

Job Description



- ◆ To work in line with professional expectations at all times and carry out any other duties appropriate to the responsibilities of the post, as required.
- ◆ To support all Children and Family Services as and when required.

There will be occasions where you will be expected to work evenings and weekends to attend training or meetings

Person Specification

Essential

These are the minimum qualities and levels of skills or experience you must have in order to be considered for this job:

- Some paid experience of working in a childcare environment.
- Enjoyment and experience of providing a variety of both indoor and outdoor experiences.
- Awareness of Health and Safety issues in a childcare setting.
- Understanding of the tasks and responsibilities involved in caring for young children.
- Ability to provide a range of stimulating indoor and outdoor activities for young children.
- Knowledge of child development.
- Ability to observe, monitor and record children's development.
- Ability to communicate appropriately with children, parents and colleagues.
- Organisational skills.
- The ability to work as part of a team.
- Ability to stay calm under pressure and work with interruptions in a busy environment.
- Enthusiasm and commitment to working with children.
- Caring and considerate attitude.
- Reliability, flexibility, consistency and self-motivation.
- Understanding and commitment to promoting equality of opportunity.

Desirable

- An interest in the aims and mission of the Farm.
- Level 2 or equivalent in Childcare.
- Experience of working with the EYFS framework.
- First Aid Certificate.
- Basic Food Hygiene Certificate.
- Relevant specific skills to share with the children – eg: music, painting, cooking