



# HIGHFIELD

Independent School for Boys and Girls

## Full-time Early Years Assistant Highfield Pre-School

*Job Title:* Full-time Early Years Assistant

*Responsible to:* Pre School Manager and Head of Early Years

*Hours:* Full time, Year Round position

*Salary:* Competitive, dependent on experience

*Job Purpose:* To support the delivery of high-quality care, play, and learning for children aged 2–4 years within Highfield Pre-School. The Early Years Assistant will work as part of a team to create a safe, nurturing, and stimulating environment in which children can develop socially, emotionally, physically, and intellectually.

This role is suitable for individuals who are enthusiastic about working with young children and wish to develop their skills in Early Years education. No formal Early Years qualification is required, as training and support will be provided.

*Description of*

*Duties:*

### Planning and Organisation

- To attend staff training as required;
- To attend weekly staff meetings;
- Support children's learning and development through play-based activities;
- Help to provide a warm, welcoming, and inclusive environment for all children
- Encourage positive behaviour, independence, and social skills;
- Observe children's progress and share information with colleagues as appropriate;
- Assist in preparing and maintaining safe, clean, and stimulating indoor and outdoor learning environments;
- Support daily routines including arrival and departure, snack times and outdoor play;
- Ensure children's wellbeing, safety, and comfort at all times.

### Working with Children

- Work directly with children aged 2–4 years, supporting their learning, development, and wellbeing;
- Help to create a safe, nurturing, and stimulating environment where children feel secure and valued;
- Support children's play, social interaction, and independence through positive encouragement;
- Promote inclusive practice and positive behaviour at all times;
- Observe children's needs and respond appropriately, sharing relevant information with colleagues;
- Maintain appropriate professional boundaries with children at all times;
- Follow all safeguarding, child protection, and welfare policies and procedures;

- Report any concerns regarding a child's welfare in line with Pre-School safeguarding procedures.

#### **Assessment of Children**

- Observe children during play, routines, and group activities;
- Note milestones in areas such as communication, social skills, physical development, and creativity;
- Record positive behaviours and achievements;
- Support qualified staff in completing observation records or assessments;
- Encourage children and interact with them to gather insights about their interests and abilities.

#### **Care and Welfare of Children**

- Ensure children are safe at all times, following Pre School rules and routines;
- Help children with personal care, such as washing hands, using the toilet, or putting on coats;
- Support healthy eating by encouraging children to eat their meals and snacks.
- Observe children for signs of illness, distress, or changes in behaviour and report to qualified staff;
- Promote positive behaviour by giving praise and gentle guidance.
- Be kind, patient, and approachable to make children feel secure and cared for in Pre School;

#### **Housekeeping**

- To ensure Pre-School is kept tidy;
- To clean equipment used specifically for children;
- To keep playrooms tidy, replacing materials and resources appropriately;
- To use materials and resources economically;
- To attend to plants as part of a gardening related activity;
- To serve food and drink to children;
- To assist children with lunches and supervise them whilst eating;
- Occasionally purchase items for school using funds from petty cash;
- To ensure cups, plates, utensils are cleaned and stored safely.

#### **Confidentiality**

- Staff must read and agree to the Confidentiality Policy. Individual children must not be discussed out of school;
- Children's records and information must be kept confidential.

#### **Professional conduct**

- Staff must ensure that any written communication with parents is correctly spelt and punctuated;
- Staff must remain professional, showing the utmost respect when discussing sensitive issues with parents;
- Staff must respect one another's opinions and voice, supporting one another when necessary;
- If staff are unsure how to address a parent, or are faced with a difficult situation, the Pre-School Manager and Head of Early Years will offer guidance;
- Staff must have respect for others, including all staff (teaching and non-teaching), trainees, pupils and parents;

- Staff must demonstrate appropriate behaviour towards all children and young people at all times, both in formal and informal settings;
- Staff must be willing to listen to and act upon feedback and advice from the Pre-School Manager and Head of EYFS;
- Staff must take responsibility for their own learning. They must be able to discuss professional strengths in relation to practice and raise action points for their development;
- All staff must act in accordance with guidance as stated in the HLC Staff Handbook.

**Professional Development**

- Take part in training and professional development opportunities;
- Be willing to learn and develop skills related to Early Years practice;

Person Specification

**Essential**

- A genuine interest in working with young children
- A caring, patient, and positive approach
- Good communication and interpersonal skills
- Ability to work well as part of a team
- Reliability and a professional attitude

**Desirable**

- Experience of working with young children (paid or voluntary)
- An interest in pursuing an Early Years qualification in the future

*Harrogate Ladies' College is committed to safeguarding and promoting the welfare of children and the successful applicant must be willing to undergo child protection screening appropriate to the post. Please note that the successful applicant will not be allowed to start in school until all pre-employment checks have been completed. The school is an educational charity and equal opportunities employer*