

# Job description

Post title: Early Years Nursery Support Worker  
Service area: Community Engagement and Wellbeing  
Grade: Scale 2  
Reports to: Head of Centre/Early Years Teacher  
Number of supervisees: n/a

## Our ambition

We're determined to make Islington more equal. To create a place where everyone, whatever their background, has the opportunity to reach their potential and enjoy a good quality of life.

We also have an ambitious goal – to be the best council in the country – with every employee clear about the part they play and inspired, focused and supported to give their very best.

We want to build an organisation where employees feel valued, inspired and empowered to help us achieve our goals and provide the best services possible to our residents.

## Our values and behaviours

'Be Islington' is about setting a clear challenge about what it means to be an Islington employee and sets the standard for every new recruit.

We ask our employees to 'Be Islington' – playing their part in working together for a more equal borough and to always be collaborative, be ambitious, be resourceful, and be empowering ('CARE').

## Our commitment to challenging inequality

We are committed to tackling inequality, racism and injustice and creating a more equal borough for all. In order to do this, we need to set the example by being a fair employer and creating a workplace environment which is free from discrimination, racism and inequality. Our approach needs to be proactive, consistently learning to create a more equal workplace and foster a culture which empowers all staff to challenge inequality.

Equality is at the heart of what we do. We want to celebrate and embrace our differences by:

- Ensuring our workforce is representative of the people we work on behalf of, our residents
- Creating equitable working environments and diverse teams
- Understanding our residents in order to design and deliver services that help tackle inequality and improve life chances for our residents
- Getting to know people and their differences
- Interpreting issues and concerns from a cultural perspective and address situations or problems from the points-of-view of multiple cultures

# Key responsibilities

To assist in the provision of high quality, fully integrated care and education for children throughout the nursery/centre in partnership with their parents and to assist teachers and nursery education workers to maintain a safe and secure environment for the children.

1. To take joint responsibility for promoting and safeguarding the welfare of children in your care and those you come into contact with and undertake child protection training at a level commensurate with role.
2. Through hands-on practice to assist in the fostering of the physical, social, emotional and intellectual development of all children attending the nursery/centre, including those with special educational needs.
3. Through hands-on practice to assist in the provision of a comfortable, safe, stimulating and aesthetically pleasing environment which provides consideration of families' ethnic, cultural and linguistic backgrounds and consideration of children's gender.
4. To support the key worker systems in the centre and act as a co-key person for a small group of children to provide continuity of care in the absence of the key worker, as required:
  - Develop a loving and secure relationship with each key child.
  - Help each key child to become familiar with and confident in the setting.
  - Look after each key child's care and welfare needs e.g. dressing, toilet training, eating, sleeping, being comforted.
5. To assist in observation, assessment and recording of each child's progress with reference to the nursery/centre's policies.
6. To assist in daily, weekly and termly planning and evaluation to meet the children's needs and interests.
7. To assist the Nursery teacher/Nursery Education Worker working with individual and groups of children as appropriate to their development.
8. To work in partnership with parents.
9. To maintain appropriate positive behaviour strategies with children.
10. To assist in the smooth transition from home to nursery/centre, and between nursery/centre and primary school for the child and family.
11. To display the children's work to draw attention to their achievements.
12. To keep up to date with current thinking by attending courses, reading documents, articles etc. as required in fulfilling this role.
13. To work within and promote the nursery/centre's Equal Opportunities Policies.

14. To undertake such other duties as may be required by the Headteacher/Head of Centre, which are commensurate with the job and grade.
15. To ensure equality of opportunity for all people in service provision and in employment, and to oppose strongly any form of discrimination.

#### ADDITIONAL:

- To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner.
- To achieve agreed service outcomes and outputs, and personal appraisal targets, as achieved by the line manager.
- To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.
- The post holder is expected to be committed to the Council's core values of public service, quality, equality and empowerment and to demonstrate this commitment in the way they carry out their duties.
- Ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation.
- Carry out duties and responsibilities in accordance with the Council's Health and Safety Policy and relevant Health and Safety legislation.
- At all times carrying out responsibilities/duties within the framework of the Council's Dignity for all Policy. (Equal Opportunities Policy).

## Work style

Frontline Role

# Person specification

You should demonstrate on your application form how you meet the essential criteria. Please ensure that you address each of the criteria as this will be assessed to determine your suitability for the post.

## Essential criteria

### Experience

Essential criteria	Criteria description	Assessed by
1	Experience of working with children (either in a paid or unpaid capacity) preferably in an education setting or a Level 2 qualification in childcare (or equivalent)	Application/Interview

### Skills

Essential criteria	Criteria description	Assessed by
2	Demonstrate the ability to safeguard and promote the welfare of children, and provide a safe learning environment and recognise when a child is in danger or at risk of abuse	Application/Interview/Test
3	Demonstrate a knowledge and understanding of the needs of young children, including those with social, emotional or special educational needs	Application/Interview/Test
4	Demonstrate an understanding of the importance of play in young children's development and learning	Application/Interview/Test
5	Demonstrate an understanding of how to share information appropriately and the importance of confidentiality	Application/Interview/Test
6	Demonstrate an understanding of how to keep children safe and the requirements of health and safety in the workplace	Application/Interview/Test
7	Demonstrate the ability to promote all aspects of children's learning and development	Application/Interview/Test
8	Demonstrate the ability to communicate and relate easily to children, listening and responding sensitively	Application/Interview/Test
9	Demonstrate the ability to communicate clearly and work with staff, parents and other agencies as part of a team	Application/Interview/Test
10	A commitment to equality and inclusion in all aspects of the work	Application/Interview/Test
11	Good levels of written and verbal communication and interpersonal skills	Application/Interview/Test

Essential criteria	Criteria description	Assessed by
12	Good level of numeracy skills, appropriate to work with the early years age group	Application/Test
13	Demonstrate the ability to adhere to the Council's Dignity for All policy	Application/Interview

## Special requirements of the post

Essential criteria	Criteria description	Assessed by
14	This role will require you to obtain an Enhanced satisfactory clearance from the Disclosure and Barring Service	N/A

## Our accreditations

Our accreditations include: the Healthy Workplace award, Timewise, London Living Wage Employer, Disability Confident Committed, The Mayor's Good Work Standard, Stonewall Diversity Champion, and Time to Change.

