

Role Title				
Early Years 2				
Purpose of the role (job statement)				
To work with children, as part of a professional team, on education and social development and to provide a high quality of care.				
Responsibilities ¹⁶				
Key duties:				
1. Work with individuals or small groups of children, under direction				
2. Support behaviour management and development				
3. Establish and build positive relationships with parents / carers				
4. Contribute to the planning and development of learning activities				
5. Contribute to the development of individual development plans (such as Individual educational plans) for children with special educational needs				
6. Work with external agencies				
7. Contribute to observation and assessment procedures				
8. Update children's records.				
9. Set up and clear away displays and activities, including ensuring that the materials and equipment are safe and clean				
10. Attend to children's personal needs				
Individuals in this role may also undertake some or all of the following:				
1. Have key worker responsibilities for particular children				
2. Demonstrate duties to apprentices and /or mentor new staff				
3. Undertake accompanied home visits.				
Indicative knowledge, skills and experience				
<ul style="list-style-type: none"> Completed a common core programme of induction for working with children. Working at national occupational standards (NOS) for skills for Children's Care, Learning and Development or STL and qualifications based on these at National Qualification Level 2 				
NJC Job Evaluation Assessment				
Factor		Relevant Job Information	JE Level	Score
1	Knowledge	Requires knowledge of procedures for supporting learning and play activities, including adapting activities to suit needs of early year's pupils. Knowledge and skills equivalent national qualifications at level 2.	3	60
2	Mental Skills	Resolves problems in relation to learning and play activities. Contributes to development of learning activities to suit needs of individual and groups of children.	2	26
3	Interpersonal & Communication Skills	Communication with early year's pupils to encourage social, educational and physical development and acceptable behaviour. Exchange of information with other staff, parents/ carers,	3(a)	39

¹⁶ Duties relating to supporting pupils with health care needs are not included in this profile. The NJC recognises that many of these duties are carried out on a voluntary basis in different ways. Therefore, if this duty becomes a requirement of the job, as part of an agreement between employers and unions, it should be set out in the job description as an additional duty allowing it to be accounted for in the evaluation of the role (and therefore in remuneration as appropriate).

4	Physical Skills	Assembly and clearing away of equipment	2	26
5	Initiative & Independence	Works under the direction of a teacher/ early years professional. Makes decisions about own work supporting children; more complex decisions are referred to senior staff.	2	26
6	Physical Demands	Requires normal physical effort, with a mixture of sitting, walking and carrying minor loads with short periods of greater physical effort, such as lifting children where necessary.	2	20
7	Mental Demands	Working with individuals or small groups of children where work is regularly interrupted, although this does not normally require switching from one activity to another.	2	20
8	Emotional Demands	Occasionally exposed to emotionally demanding behaviours and situations as a result of attending to children' personal needs and assisting with behaviour management.	2	20
9	Responsibility for People Wellbeing	Responsible for leading and adapting practical learning and play activities for individual or small groups of children. Provides assistance to children on social, welfare and health matters and provides support to the teacher on behaviour management of children.	3(a)	39
10	Responsibility for Supervision	May demonstrate own duties to new or less experienced staff.	1	13
11	Responsibility for Financial Resources	No or limited responsibility for finance	1	13
12	Responsibility for Physical and Information Resources	Responsible for the careful and safe use and cleanliness of equipment and consumables. Also for recording activities and for the maintenance and updating of confidential pupil records.	2(a)	26
13	Working Conditions	Work is normally carried out in a nursery, where there is regular exposure to noise or other unpleasant conditions such as nappy changing.	2 2	20 20
Total				358 348