

Role Title				
Early Years 3				
Purpose of the role (job statement)				
To work with children, as part of a professional team and to support the provision of Early Years education and care.				
Responsibilities ¹⁷				
Key duties:				
1. Devise and engage in the delivery of play care and learning activities. Takes responsibility for managing the provision of play, care and learning				
2. Ensure standards are met at all times and assist in the development and regular review of policies and procedures to be followed				
3. Ensure that children have access to appropriate activities to support their physical, emotional, social and intellectual development				
4. Assist in the development and maintenance of appropriate planning, observation and assessment procedures				
5. Assess needs of children including emotional, developmental and social. Produce individual development plans including for SEN children				
6. Ensure compliance with policies and procedures relating to child protection, health, safety, security and confidentiality.				
Individuals in this role may also undertake some or all of the following:				
1. Support preparation for OFSTED inspections and action any recommendations that may result from inspection				
2. Undertake home visits.				
3. Responsible for recruitment of staff				
4. Responsible for a small budget				
5. Act as deputy manager				
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 Level 3 and knowledge /skills equivalent to current national qualifications level 3 plus supervisory experience. 				
NJC Job Evaluation Assessment				
Factor		Relevant Job Information	JE Level	Score
1	Knowledge	Requires knowledge of policy and procedures for supporting the provision of play care and learning. Knowledge and skills equivalent national qualifications at level 3. .	3	60
2	Mental Skills	Contributes to planning and development of learning activities with other early year's staff; responds to a range of practical problems without referral to teachers.	3	39

¹⁷ 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.)

3	Interpersonal & Communication Skills	Developed communication skills with early year's pupils to encourage social, educational and physical development and acceptable behaviour. Shows empathy and sensitivity. Regular communication to develop relationships and provide information to parents/ carers, other staff and other agencies.	4(a) 3	52 39
4	Physical Skills	Assembly and clearing away of equipment	2	26
5	Initiative & Independence	Plans, prepares and delivers learning, assesses records and reports on development, progress and attainment resolving most problems independently.	3	39
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 pupils 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	Regularly exposed to emotionally demanding behaviours and situations as a result of attending to children's personal needs and assisting with behaviour management.	3 2	30 20
9	Responsibility for People Wellbeing	Ensure compliance with policies and procedures relating to child protection, health, safety and confidentiality. Provides advice and guidance on operation of Early Years policy and procedures.	4(a) 3	52 39
10	Responsibility for Supervision	Regular demonstration of duties to other staff.	2	26
11	Responsibility For Financial Resources	No or limited responsibility for finance	1	13/ 26
		Responsible for small budget	2(c)	
12	Responsibility for Physical and Information Resources	Maintenance and updating of pupil records.	2(a) and (g)	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.	3 2	30 20
Total				433-466

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