Hillfields Nursery School

JOB DESCRIPTION



Job Title:	Early Years Nursery Assistant	**Job Number:**	
Directorate:	People	**Post Number:**	
Service:	Neighbourhood Services, Early Years & Childcare Service	**Grade:**	2
Location:	Hillfields Nursery School		

JOB PURPOSE:

To work under the instruction / guidance of the Team Leader to undertake work / care / support programmes; to enable access to learning for children. To assist in the management of children and the creation of a learning environment both indoors and outdoors within the Nursery School

To promote the ethos and philosophy of the integrated services of the Nursery School

Support for Children's learning

Main Duties and Responsibilities:

1. To set out, prepare and maintain equipment, both indoors and outdoors at the start and at the end of the day.
2. To ensure the learning environment and resources are well organised, clean, safe and accessible to all children.
3. To work with individual children or small groups of children as directed by the Line Manager.
4. To encourage good personal hygiene and assist with necessary self-help skills (feeding, toileting, dressing etc.)
5. To have regard for the safety and wellbeing of the child, at all times.
6. To be aware of their duties in fulfilling the Policies and Procedures of the Nursery, in relation to the safety of the child, e.g., Health & Safety, Safeguarding Children etc.
7. To participate in children's play and extend and stimulate language through conversation.
8. To work with Senior staff to ensure that all children enjoy and achieve the activities within the Nursery.
9. To contribute, implement and evaluate the planning of the early year's curriculum, under the supervision of the Nursery Team
10. To undertake specific activities and support children to understand instructions, and to develop children's competence and independence.
11. To actively engage in the pre-determined educational activities and work programmes at a basic level, to support children with SEN and EAL needs.

12. To contribute to the observation, assessment and monitoring of the children's learning and achievements, supporting children as a Key Worker, where appropriate.

13. To work with staff from other agencies in meeting the child's learning needs.

14. To promote children's development in a safe, secure, challenging environment.

15. To actively engage in the pre-determined educational activities and work programmes at a basic level; to support IEP's, health care plans, looked after children plans and EAL programmes within the school.

16. To display children's work to reflect their achievement.

Supporting the Family:

17. To value parents, by making them feel welcome and to encourage them to be positively involved in their child's learning.

18. To gather information from parents / carers as requested.

19. To assist in the supervision of children alongside parents and carers during activities and contact within the nursery school.

Professional Development:

20. To continually develop knowledge, skills and attitudes in relation to special educational needs and early education.

21. To review own achievements training needs and areas for development through supervision.

22. To attend appropriate staff meetings and training as required.

Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's Health & Safety Policy, and in particular, is required:

- To take reasonable care for their own Health & Safety at work, and of those who may be affected by their actions or by their omissions.

- To co-operate with their Line Manager and Senior Management, to work safely, to comply with Health & Safety instructions and information, and undertake appropriate Health & Safety training as required.

- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

- To report to their manager, any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

The Post Holder must comply with the Interagency Procedures of the Safeguarding Boards and Coventry City Council's policies for Safeguarding Children and Safeguarding Adults, and in particular, is required:

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected.

- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately.

Support for Hillfields Nursery School

1. Be aware of, and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentially and data protection. Report all concerns to the appropriate person.

2. Contribute to the overall ethos / working / aims of Hillfields Nursery School.

3. Participate in training, other learning activities and performance development (including appraisal), as required.

4. Attend and participate in relevant meetings, as required.

To undertake any other duties commensurate with the post and deemed responsible by the Head Teacher.

Signed: …… **Early Years Nursery Assistant** **Date:** ……

Signed:…… **Head Teacher** **Date:** ……

Person Specification

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Directorate:	People	**Post Number:**	
Service:	Neighbourhood Services, Early Years & Childcare Service	**Grade:**	2
Location:	Hillfields Nursery School		

Area	Description
Knowledge:	• An understanding of the needs and characteristics of young children and their development.
	• An awareness of equal opportunities issues.
	• An understanding of the Early Years Foundation Stage
Skills and Abilities:	• To assist children on an individual basis, but also work as part of a team.
	• To be able to communicate and liaise effectively with others.
	• Support children's learning and development through the Foundation Stage Framework
	• To be supportive, patient and caring.
	• Good interpersonal skills in dealing with families, colleagues and other agencies.
	• To be open, receptive and non–judgemental.
	• To respond flexibly and be adaptable to change.
	• To be able to deal with situations calmly and efficiently.
	• To be able to explain tasks simply and clearly.
	• To act as a key worker, supported by a team Leader.
Experience:	• Experience in early years is a requirement.
Educational:	• Relevant Level 2 as defined by the CWDC (Children's Workforce Development Council) • Paediatric First Aid, if qualified after 30th June 2016 • GCSE Maths A-C/ 9-4 • GCSE English A-C/9-4
Special Requirements:	• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS)

Date Reviewed: March 2024