



Job Description: Nursery Assistant
Post details: Grade 3
Responsible to: Early Years Leader

JOB PURPOSE

To support the classroom teacher with their responsibility for the development and education process by providing care and supervision to children/young people, including those who have special physical, emotional and educational needs.

Daily duties may include:

1. To plan and implement a curriculum programme, in accordance with the Early Years Foundation Stage curriculum and Nursery School planning schemes, to meet the needs of individual children, and support and enabling their learning.
 - 1.1 Contribute to discussions about children's learning.
 - 1.2 Support and challenge children's learning, through stimulating and purposeful learning situations indoors and outdoors to help children develop skills in the Prime and Specific Areas of Learning for children up to the age of five.
 - 1.3 Encourage children's development through listening, talking and responding to children in a range of learning contexts.
 - 1.4 Encourage the emotional, social, physical, creative and intellectual development of the children.
 - 1.5 Organise the learning environment to best enable children's learning and encourage and extend children's questions and investigations (displays, artefacts/resources, furniture, etc.).
 - 1.6 In liaison with the Senco and children's keyworkers, implement individual programmes for children with additional needs and be committed to working in an environment which promotes inclusion.
 - 1.7 To facilitate continuous provision within the setting.
2. To observe, record, assess and report individual children's progress in accordance with policy and procedures.
 - 2.1 Observe and note significant learning to record progress and inform future planning.
 - 2.2 In collaboration with a teacher and other team members, use pupil information to identify next steps of learning for individual children.
3. To be involved in the delivery of an effective early years service, participating in relevant teams as necessary.
 - 3.1 Attend and participate in relevant staff meetings and in service training days as required and within contractual hours.
 - 3.2 Work closely with a Nursery Nurse 'buddy' to support your own personal development as well as particularly supporting the development of children in your 'buddy' keyworker group
 - 3.3 Take an active part in the performance management/improvement cycle, identifying and implementing personal and school improvements.
 - 3.4 Be involved in the self-evaluation and development process, contributing to staff discussions and evaluations on a range of issues.
 - 3.5 As directed work in liaison with key partner agencies to provide support to children and families.
 - 3.6 Take part in the organisation of resources and completion of inventories.
4. To support children's well being, meeting the needs of the individual child in accordance with our duty of care.

- 4.1 Contribute to the warm, supportive and caring environment for all children.
- 4.2 Welcome children and parents, as part of induction and help with liaison at transition.
- 4.3 Use arrival and departure times to relate warmly and to share information with parents/carers.
- 4.4 Carry out safety checks of play equipment before and after use.
- 4.5 Adhere to all health and safety policies and regulations.
- 4.6 Use clearing and tidying up routines as opportunities for adult/child interaction and children's learning.
- 4.7 Contribute to the protection of children in accordance with Local Authority and setting policies.
- 4.8 Attend to the immediate/basic needs of children when injured/sick or wet/soiled and, on a voluntary basis, administer prescribed medicines in accordance with predetermined procedures.
- 4.9 assist with the personal hygiene routines, e.g. toilet training, changing of incontinent children, dressing and undressing.

The above is intended to provide a clear and concise statement of the present Main Tasks and Daily Duties of the job. It is not an exhaustive list of all its detailed duties.

Our school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced criminal record check via the DBS.

Person specification

CRITERIA	QUALITIES
Qualifications and experience	• Level 3 Certificate in Supporting Teaching and Learning in Schools, Level 3 Diploma in Childcare and Education, or other relevant qualification in nursery work or childcare. (NNEB,BTEC, NVQ3 in Early Years/Nursery). • GCSEs at grades 9 to 4 (A* to C) including English and maths • Experience of working with children in Early Years settings • First aid at work qualification, desirable but not essential
Skills and knowledge	• Good literacy and numeracy skills • Good organisational skills • Ability to build effective working relationships with pupils and adults • Skills and expertise in understanding the needs of all pupils • Knowledge of how to help adapt and deliver support to meet individual needs • Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils • Excellent verbal communication skills • Active listening skills • The ability to remain calm in stressful situations • Knowledge of guidance and requirements around safeguarding children • Good ICT skills, particularly using ICT to support learning • Understanding of roles and responsibilities within the classroom and whole school context • Understanding of effective teaching methods • Knowledge of how to successfully lead learning activities for a group or class of children • Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support • Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice
Personal qualities	• Enjoyment of working with children • Sensitivity and understanding, to help build good relationships with pupils • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Commitment to maintaining confidentiality at all times • Commitment to safeguarding pupil's wellbeing and equality