



JOB DESCRIPTION

Job Title:	Nursery Assistant
Salary:	TPAT Point 4
Responsible to:	Headteacher / Nursery Manager / Nursery Lead / Teacher
Direct Supervisory Responsibility for:	None
Important Functional Relationships: Internal/External:	TPAT, Local Governing Body, Teachers, Support Staff, Pupils, Students, Parents/Carers, Governors, External Professional Bodies & Visitors

Main Purpose of the Job:

- To work in collaboration with the Nursery Manager / Lead / Teacher, assisting with activities for nursery children and assessing progress.
- To assist in the practical organisation of nursery activities and group work as directed.
- To help ensure the safety and well-being of the children at all times.
- To meet the requirements of children with specific special educational needs.

Main Duties and Responsibilities:

- To work with groups or individual children in all curricular areas under the direction of the Nursery Manager / Nursery Lead / Teacher in a variety of tasks to develop the physical, intellectual, emotional and social skills of the children.
- To assist with the planning and teaching of learning activities, under the guidance of the Nursery Manager / Lead / Teacher. To develop children's knowledge through support and encouragement in the learning activities undertaken. To plan for and to provide opportunities for children to work towards the EYFS, providing creative ideas for enhancing the indoor and outdoor learning environment and putting them into practice.
- To carry out domestic duties such as setting and tidying up, serving snacks, organising cooking activities and changing children as appropriate.
- To prepare, use and maintain relevant resources, including wall displays, ensuring that basic classroom materials are available for use and independent learning is fostered.
- To carry out activities that provide safe, creative and enjoyable learning.
- To feedback information regarding the well-being, educational and developmental needs to the Nursery Manager / Lead / Teacher, parents and Headteacher as appropriate as part of the Key Worker role.
- Within that role, to make and write observations and assess, tracking children's interests in order to determine next steps for key children. To be involved in the planning process and to reflect on children's progress, taking part in paired observations and discussions with other members of the team.
- To accompany children on educational visits and outings under the overall supervision of the Nursery Manager / Lead / Teacher.
- To monitor and record information that may impact on daily learning such as health, behaviour and general wellbeing and to keep Nursery Manager / Lead / Teacher informed as required.

- To promote a healthy lifestyle to the children and support their emotional and physical development and well-being.
- To undertake the shared responsibility with all nursery staff for the care and maintenance of nursery equipment and resources.
- To encourage self-control and self-discipline in the children throughout all activities undertaken in the nursery and to promote the nursery's positive behaviour policy.
- To be aware of confidential issues linked to home / nursery / school work and to ensure confidentiality of such sensitive information.
- To administer appropriate first aid [as trained] and assist with the general health care of children with physical or medical needs.
- To remain aware of and work within all relevant Trust / School working practices, policies and procedures.
- To attend staff meetings, inset and training courses as required.
- To attend and inform annual review meetings and multi-agency meetings as required.

General / Other

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the School's and the Trust's pupils at all times;
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance;
- To be aware of and adhere to all Trust policies and procedures;
- To undertake mandatory training as required by the Trust;
- To be responsible for your own continuing self-development and attend meetings as appropriate;
- To undertake other duties appropriate to the post as required.

This job description is not exhaustive and does not form part of your contract of employment. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document will be reviewed annually as part of the appraisal process or as appropriate.

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.



PERSON SPECIFICATION – Nursery Assistant

Person Specification	Essential	Desirable	Recruiting Method
Education and Training	Good levels of literacy and numeracy 5 GCSEs [A* - C] or equivalent, including English and Maths Qualified to NVQ Level 2 or above [or equivalent]	First Aid	Application Certificates
Skills and Experience	Proven experience of working as a Key Worker within a nursery / EYFS environment	Relevant experience of working in a team Previous experience of working with children	Application Interview Assessment
Specialist Knowledge and Skills	Thorough knowledge and understanding of EYFS Good organisational skills Good listening & communication skills Good interpersonal skills and ability to work successfully as part of a team Basic ICT skills	Knowledge of relevant barriers to learning and issues relevant to education and child development Willingness to update knowledge and attend regular training as the need arises	Application Interview Assessment
Behaviours and Values	Patient, kind, calm and empathetic Able to prioritise between different demands and to work to deadlines Ability to liaise and communicate effectively and appropriately with parents and specialists Demonstrate a commitment to: <ul style="list-style-type: none"> Co-operative Values Promoting the school and trust's vision and ethos Ongoing relevant professional self-development Safeguarding and child protection 	Ability to show initiative Ability to identify own professional development needs and be willing to act upon them Confident user of ICT	Application Interview Assessment

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