

Job Description



Nursery Key Worker

Hours: 35 hours per week

Weeks: Term Time Only

Salary: £ 18517 (FT)

Actual pay: £15370.76 (net) annually, with a pro rata salary £1280.90 (net) per month.

Reporting to: Head of School

Posts reporting to this position: None

Working hours: 8:00am – 4:00pm

Based at: The Oaks Infant School

This is a permanent position (subject to a 6 month probationary period)

Purpose of the Job:

To work with the whole staff team to provide a safe, caring and stimulating environment for children.

To work with and support colleagues to enhance children's education and social development with special attention being paid to fostering positive behaviour.

[N.B. This role is predominantly based in the Nursery, however, if pupil numbers are low this role may be redirected to work within other areas of the school.](#)

(Roles at this level do not deliver "specified work" as defined in the guidance to Section 133 of the Education Act 2002.)

Key duties and responsibilities:

- Lead a key group of children, taking on full responsibility for their observations, building the parent partnership, making formative and summative assessments and writing individual reports.
- Undertake day to day nursery duties to ensure high standards of care and education are maintained.
- Establish relationships with parents / carers of the children to ensure they are engaged in the child's education and development.
- Contribute to partnership working with nursery staff to ensure that the children have access to appropriate activities to support their physical, emotional, social and intellectual development whilst being aware of families' ethnic, cultural and linguistic development.
- Support the work of the class teacher and nursery nurses in providing a suitable curriculum that enables children to achieve their early learning goals.
- Support pupils to understand instructions, support independent learning and inclusion of all pupils.
- Support the teacher in behaviour management.
- Contribute to maintaining Tapestry for individual children, which enables effective storage and retrieval of information which can be shared with parents and other professionals and agencies, being aware of the confidentiality of the information contained therein.
- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to the teacher / DSL to ensure children's wellbeing.
- Contribute to meeting the health and care needs of the children as required, supporting them towards independence.

- Prepare and clear up learning environment and resources and the display and presentation of pupils work and other enhancements and contribute to maintaining a safe environment.
- Adhere to all health and safety regulations
- Keep up to date with relevant training such as health and safety and safeguarding procedures
- Act as a role model adopting personal standards of behaviour with Trust staff, Trust pupils and the wider community which support the highest possible standards putting children at the centre of everything you do
- Be aware of health and safety issues within the Trust and its individual schools and how they impact of pupils, staff and visitors to the school Maintain confidentiality and discretion in all aspects of work
- Any other work requested by, and deemed appropriate by, strategic leaders

Teaching Assistants in this role may also undertake some or all of the following:

- Record basic pupil data.
- Assist with lunchtime supervision including facilitating games and activities.
- Assist with escorting pupils on educational visits.
- Support pupils in using basic ICT.
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.

Our Community Multi Academy Trust is committed to safeguarding and promoting the welfare of children. **This role is subject to an enhanced DBS check.**

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post

Person Specification

Nursery Key Worker

Applicants should describe in their application how they meet these criteria.

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> Level 2 or 3 Diploma (or equivalent) with proficient practical skills. 	<ul style="list-style-type: none"> Paediatric First Aid Makaton
EXPERIENCE	<ul style="list-style-type: none"> Previous experience of working with children as a key person in a nursery or pre-school 	
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Numeracy and literacy skills. Basic IT skills. Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly. Good influencing skills to encourage pupils to interact with others and be socially responsible. 	<ul style="list-style-type: none"> Ability to use / willingness to learn a range of IT software and hardware e.g. Interactive Whiteboards, Management Information Systems Able to recognise when learning is maximised and how the adult role can enhance this Excellent communication skills with both adults and children
KNOWLEDGE	<ul style="list-style-type: none"> Knowledge of the adult role within the early years setting to support and extend learning through child led play Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality. 	<ul style="list-style-type: none"> Understanding of the requirements of the National Curriculum for EY Knowledge of SEND need and strategies to support Knowledge of 'In the Moment Planning' (Anna Ephgrave)
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> Professional conduct at all times and with all staff, pupils, other professionals, visitors etc. Able to maintain confidentiality Flexible and responsive to change Calm under pressure Self-motivated and pro-active Appropriate levels of personal presentation Diplomatic and resourceful Positive/can do approach Loyalty – act as an ambassador for the Trust with visitors and all members of Trust community 	<ul style="list-style-type: none"> Good sense of humour

VALUES	<ul style="list-style-type: none">• Commitment to school's aims and values• Commitment to continuous personal development• Honest and reliable, displays integrity and commitment to the Trust• Champion for children – establish positive relationships with Trust children, their families and staff so that pupils see all staff groups as integral and vital parts of the school family	<ul style="list-style-type: none">•
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