

Job Description

Job Title:	Nursery Assistant
Grade:	NJC Grade D2
Reports To:	Teacher responsible for the Nursery Class/Foundation Stage

Job Purpose and Content

A Nursery Assistant:

- Works under the supervision and direction of the teacher in charge of the nursery and the Headteacher
- Is a key member of a team responsible for the education and care of children in the nursery class and will be involved in planning, preparation and evaluation of the nursery programme in accordance with the aims and objectives of the school.
- Is (a key worker) responsible for a group of children in each nursery session

Principal Responsibilities

1. Contribute to the emotional, intellectual, physical, spiritual and cultural development of the children by:
 - Participating in the delivery of the Early Years Foundation Stage curriculum, the early learning goals and the curriculum of the school
 - Re-enforcing and promoting the behavioural expectations of the school
 - Promoting and supporting the culture and ethos of the school
2. Facilitate the provision of equal opportunities for all children, notwithstanding the difference of race, gender and educational need by:
 - Differentiating activities, promoting inclusion, developing Individual Education Plans and setting and reviewing individual targets
 - Recognising, responding to and validating cultural diversity and difference
 - Responding to a wide range of potential specialised needs
3. Enable children to make a successful transition from home to school by:
 - Working with parents and children during the initial settling in period and at the beginning and end of the day
 - Promoting the ground rules of behaviour and conduct and acting as a positive role model
 - Supporting the development of interpersonal skills

4. Contribute to the overall planning, presentation, and maintenance of a safe stimulating nursery environment – indoors and outdoors by:
 - Preparing displays of children's work
 - Taking appropriate action to identify, analyse and minimise any risks to health, safety and security in the working environment
 - Participating in the development and improvement of the learning environment
5. Contribute to the planned programme of daily activities by:
 - Planning, organising, carrying out, supervising and assessing the activities of groups of children (of varying size)
 - Managing or supporting a diverse range of activities – such as circle or story time or music and drama, assemblies, class visits, concerts and so on
6. Develop a partnership with parents by:
 - Being available for informal and formal communication and feedback
 - Involving parents and carers in the education and development of the child and the purpose of the nursery
 - Participating in home visits, school visits, open events and parent education and training
7. Work in collaboration with colleagues and other professionals. This includes the other staff in the nursery, teachers in the school and a wide range of professionals from other agencies, settings and schools who may have a role in the education, care and development of the children.
8. Take part in the planning of the nursery curriculum on a long term and short-term basis, following the school processes for daily, weekly, termly and annual planning.
9. Take part in the monitoring and recording of children's progress by:
 - Using the agreed systems for observing, monitoring, assessing and recording children's activities and achievements
 - Contributing to the school's system of formal recording and reporting
 - Supporting the transfer of pupil information
10. Contribute to the health and social care of the children by:
 - supporting toileting, dressing and undressing and personal care where necessary
 - providing routine first aid and responding to accident, emergency or other unforeseen circumstances
11. Supervise the children in the absence of the line manager, in accordance with the agreed procedures and programme of the school.

12. Contribute to the monitoring and evaluation of nursery policy and practice by participating in the processes and procedures established in the school.
13. Be responsible for a wide range of consumables, materials and resources commonly used in an early years setting.
14. Carry out the relevant routine administration that supports the day-to-day functioning of the nursery.
15. Attend nursery and school meetings, take part in staff support and training programmes and the agreed system of performance management.
16. Support the training of students and work experience students. This could include a wide range of staff in training.
17. Be involved in the wider life of the school.

Notes:

- The Trust expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the postholder may be expected to carry out work that is not specified in the job description but which is within the remit of the duties and responsibilities.
- Staff in schools work subject to statute and many policies and procedures. The postholder will be expected to become familiar with these and work in accordance with them.
- The above list is indicative and not exhaustive. The Nursery Assistant is expected to carry out all such additional duties as are reasonably commensurate with the role.
- I accept this job description as a definition of the key responsibilities and duties of the post of Nursery Assistant
- I appreciate that the above list is not indicative and exhaustive and that additional duties as reasonably commensurate with the role may be required of me.

Signed.....

Date.....

Print name.....

Person Specification Nursery Assistant

Skills and Abilities	Essential	Desirable
The ability to work effectively and efficiently as part of a team of professionals	✓	
Good communication skills, oral, written and electronic	✓	
The ability to act as a positive role model for children and parents/carers	✓	
The ability to manage and structure time effectively and efficiently	✓	
Basic ICT skills to support administration	✓	
The ability to obtain information about children to contribute to reports, records, targets and IEPs.	✓	
The ability to relate effectively to a diverse range of children and adults	✓	
The ability to deploy a range of strategies and techniques to encourage learning	✓	
Displays commitment to the protection and safeguarding of children and young people	✓	
Knowledge		
A thorough understanding of the Early Years Foundation Stage curriculum and the early learning goals		✓
A thorough understanding of child development and how young children learn		✓
A thorough understanding of child protection policy, procedure and practice	✓	
Health and safety policy and practice and the role of the individual in ensuring its implementation	✓	
Equalities and inclusion policies and how these are implemented in schools		✓
Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people		✓
Qualifications and Experience		
GCSE grade 'C' (or equivalent) or above in English and mathematics	✓	
1 year minimum experience working with young children in a paid or voluntary capacity		✓
NNEB or equivalent NVQ3 in Teaching Assistance or Education and Care		✓
Additional qualifications/training in specialist areas e.g., Makaton signing, Braille		✓
A qualification in First Aid or the willingness to train and acquire the qualification		✓