

West Borough Primary School Job Description



Job Title:	Nursery Assistant
Reports to:	Class Teacher
Line Manager:	EYFS Lead
Current Grade:	KR4
Core hours of work:	08:30 – 16:00 with 30 minutes for lunch

Purpose of the Job:

- To work as part of a professional team to support teaching and learning for pupils, including those with SEND.
- To provide learning support to pupils who need particular help to overcome barriers to learning, such as those with learning difficulties and/or behavioural, social, communication, sensory or physical disabilities
- Where appropriate, provide learning and care support for an individual pupil with special educational needs (SEN) to help work towards the outcomes on their education and health care plan (EHCP).

Key duties and responsibilities:

- Assist with the implementation of planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
- Support the teacher in monitoring, assessing and recording pupil progress/activities
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate
- Understand and support independent learning and inclusion of all pupils as required.

Nursery Assistants may also undertake some or all of the following:

- Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training
- Update pupil records
- Assist with lunch-time supervision
- Undertake moving and handling activities as required.
- Attend to pupils' personal needs including toileting, nappy changing, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate. Physically assist pupils in activities (may involve lifting, where mobility is an issue)
- Work with pupils on therapy or care programmes, designed and supervised by a therapist/teacher
- Engage in CPD

As a member of staff, all Nursery Assistants will have responsibility for the consistent implementation of the school's policies and procedures, including Child Protection and Health and Safety requirements

Personal Specification/ Necessary Experience

To be able to demonstrate;

- Good standard of general education (i.e. **NVQ level 3 or equivalent**) together with good numeracy and literature skills.
- Previous experience (1-2 years) of working with children in a nursery setting.
- Use basic technology (computer, video, photocopier)
- Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.
- Empathy and understanding with pupils of all ages
- Excellent behaviour management strategies
- Excellent organisational and inter-personal skills
- Effective positive working relationships with staff to ensure pupils' needs are met
- Systematic and methodical approaches to monitoring provision and record keeping
- Ability to work on own initiative

Organisation:

The post holder will;

- Be directly line managed by the EYFS Lead, or designated member of staff.
- Be required to support teaching and learning activities to individual pupils and groups of pupils
- Carry out lunchtime duties as required by the nursery
- Support the teacher in charge in identified administration tasks such as collecting money, putting up displays, photocopying and preparation of resources.