



## **JOB DESCRIPTION**

### **Nursery Assistant**

<b>Job Title:</b>	Nursery Assistant
<b>Reporting to:</b>	Nursery Teacher, Senior Leadership Team, Line Manager and/or SENDCO.
<b>Salary:</b>	Academy Range 04

#### **Role Purpose**

- To ensure that Turner Schools are places where children thrive and knowledge matters by upholding and modelling The Trust's values in all aspects of the role.

#### **Vision**

- To create children who are lifelong learners through the delivery of a knowledge-based curriculum that inspires children to succeed.

#### **Expectations**

- Take responsibility for individual children and key groups as determined on a regular basis by the Nursery teacher, in conjunction with the SENDCO and in accordance with the duties listed in this document.
- Carry out the professional duties of a Nursery assistant following guidance from the Nursery teacher, Nursery Leader and the SENDCO.
- Teach individual pupils and/or small groups as required, and ensure that planning, preparation, recording, assessment and reporting of any teaching and/or interventions meet their varying learning and social needs.
- Be responsible for First Aid as required and support the Nursery teacher in their duties associated with individual medical needs
- Maintain the positive ethos and core values of the Trust, both within the academy and the wider community.
- Support initiatives taken by the Trust and SLT, as well as support the Nursery teacher in their roles and responsibilities.
- Be responsible for safeguarding the health and wellbeing of the pupils, actively promote the development of personal and social skills and provide emotional support in a way that accords with the pupils' age and level of development within the stated aims of the school.
- Work collaboratively and constructively with colleagues within Morehall Nursery, across the Trust and in other schools, in order to drive forward standards.

## **Duties and Responsibilities**

- To prepare for, deliver and demonstrate quality first teaching as required to help us ensure that our curriculum is effectively delivered.
- Prepare and plan, in close liaison with the class teacher, to appropriately meet the needs of all pupils, through the scaffolding of tasks and delivery of individual interventions.
- Keep appropriate and efficient records as required, and support the Nursery teacher in formative and summative assessment.
- Report to the Nursery teacher, Nursery Leader and parents/carers as required, on the development, progress and attainment of pupils.
- To administer first aid as required, including keeping accurate records of this and reporting to parents/carers and/or Nursery teacher as required.
- Maintain an up-to-date knowledge of the Development Matters curriculum and relevant SEND issues through INSET, wider professional development and research.
- To reflect on your practice and take responsibility for your professional development in order to improve pupils' learning, whilst always striving to improve and provide the best support possible.
- To model exemplary conduct, encouraging all adults and pupils to act positively and respect themselves, each other, the wider community and their environment;
- To promote team wellbeing as well as acting together and supporting each other to ensure a calm and purposeful school.

### **Qualifications:**

- Level 3 in a relevant childcare qualifications essential.

### **Other Duties:**

- To comply with individual responsibilities, in accordance with the role, for health and safety within the workplace;
- To share the Trust's commitment to safeguarding and promoting the welfare of all young people through having knowledge of Government guidelines and safeguarding policies as appropriate within the school;
- To ensure that all duties and services provided are in accordance with all Turner Schools policies and the schools procedures in line with code of conduct/professional expectations;
- To undertake training as necessary and be willing and enthusiastic in engaging with continuous professional development;
- To actively engage in the performance development and management process;
- To undertake any other duty as specified by the Principal/Senior Leadership Team not listed above;
- To be a key part of the life of the School community, to support both the values, vision and ethos of the school and the Trust, and encourage scholars to follow this example.

All job descriptions may, following consultation with you, be subject to change to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

Employees are expected to comply with any reasonable request from the Principal or the Senior Leadership Team to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Turner Schools will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

**Acceptance:**

I confirm that I have received and understand the job description, which is a supplement to the subject specific teaching job description, both of which may be changed to reflect or anticipate changes in the job, which are commensurate with the salary and job title:

Name.....

Signed.....

Dated.....

Line Manager.....

Signed.....

Dated.....