



FOLKESTONE ST. MARY'S CHURCH OF ENGLAND PRIMARY ACADEMY

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title: Nursery Teaching Assistant

Grade/Salary: KSB

Responsible to: Nursery Manager/SLT

Contract Type: Temporary (Until 31/08/26) Part-time (18 hours)

Core Purpose

To support the delivery of high-quality Early Years provision within the Nursery, ensuring that all children are safe, nurtured and engaged in meaningful learning experiences. The Teaching Assistant will work as part of the Nursery team to promote children's development, welfare and well-being in line with the EYFS Statutory Framework.

Key Responsibilities

Learning & Development

- Support children's learning through high-quality interactions that extend vocabulary, thinking and problem-solving.
- Assist in planning, preparing and setting up engaging continuous provision environments.
- Support small-group and adult-led activities as directed by the Nursery Manager/Teacher.
- Observe children's learning and contribute to assessments and records in line with school policy.
- Promote language-rich, play-based learning across the EYFS.

Child Welfare & Personal Care

- Support children with personal care routines (e.g. toileting, handwashing, dressing).
- Follow safeguarding procedures at all times and report concerns promptly.
- Ensure children are safe, supervised and supported with emotional regulation and well-being.
- Help maintain a calm, nurturing atmosphere that reflects the school's values.

Environment & Organisation

- Help maintain a clean, well-organised and stimulating environment indoors and outdoors.
- Support the setting up and clearing away of resources each session.
- Ensure equipment is used safely and effectively.

Teamwork & Communication

- Work collaboratively with colleagues to ensure consistency of routines and expectations.
- Communicate professionally with parents, carers and other professionals as required.
- Participate in staff meetings, CPD and supervision sessions as appropriate.

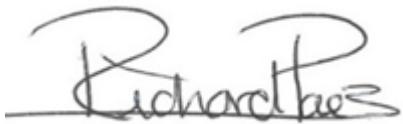
General Duties

- Uphold and model the school's Christian vision and values.
- Undertake any other tasks reasonably requested by the Nursery Manager or Headteacher to support effective provision.

Person Specification:**Nursery Teaching Assistant (Part Time)**
St Mary's Primary School & Nursery

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• NVQ Level 2 in Early Years/Childcare (or equivalent)	<ul style="list-style-type: none">• NVQ Level 3 or willingness to work towards it
Experience	<ul style="list-style-type: none">• Experience working with children aged 2–4 in a school or nursery environment	<ul style="list-style-type: none">• Experience supporting children with SEND• Experience with toileting/personal care routines
Knowledge & Skills	<ul style="list-style-type: none">• Understanding of the EYFS and early childhood development• Ability to deliver high-quality interactions• Strong communication skills• Ability to build warm, nurturing relationships with young children	<ul style="list-style-type: none">• Awareness of the characteristics of effective teaching and learning in EYFS• Understanding of observation-based assessment
Personal Qualities	<ul style="list-style-type: none">• Reliable, positive and committed• Able to work as part of a team• Calm and emotionally resilient• Professional integrity and respect for confidentiality	<ul style="list-style-type: none">• Interest in further professional development

Signed



Richard Paez

Date 27th January 2026