



JOB DESCRIPTION FOR EARLY YEARS PRACTITIONER NURSERY ASSISTANT

Job Title EYFS Practitioner/Nursery Assistant
Line Manager Nursery Manager/Academy EYFS Manager
Responsible to; Headteacher
Date: September 2021

Specific Responsibilities

- 1) To care for pupils in a pastoral capacity
- 2) To tend to the pupils' hygiene and personal care needs, including changing nappies.
- 3) To prepare and organise a clean, orderly and safe environment for effective learning.
- 4) To act as a key worker and carry out key worker responsibilities.

General Responsibilities

- 1) To fulfil the requirements of the Teaching Assistant's Standards;
- 2) To attend meetings, as directed, for teaching assistants to discuss issues relating to the smooth running of the school, and the action required to meet the school's vision.
- 3) To attend meetings, as required by the Head of School and/or EYS Leading Practitioner
- 4) To understand and comply with a range of policies and procedures including child protection, health & safety in order to maintain a safe and secure learning environment.
- 5) TAs will be expected to work effectively with individual pupils and/or small groups under the direction and supervision of a class teacher.
- 6) To attend any course or school-based CPD to develop knowledge, skills and attributes to make a contribution in meeting the targets in the school improvement plan.
- 7) Keep a record of personal development e.g. monitoring feedback, CPD evaluations etc
- 8) To participate in the School's Appraisal System.
- 9) To engage in the induction process for new pupils to ensure they feel welcome and valued
- 10) To engage in the induction process for new members of staff to ensure they feel welcome and valued.

This job description describes, in general terms, the normal duties which the post holder is expected to undertake. However, the job description or the duties contained therein may be amended from time to time without changing the level of responsibility associated with this post.

Signed.....(Nursery Assistant)

Signed.....(Headteacher)