

JOB DESCRIPTION

JOB TITLE: Nursery Assistant - Role A

NJC Scale 3 (points 5-6)

Please note; this is a Generic Job Description. It describes the level of responsibility that you will be required to *undertake*. Within this role you will be required to carry out the majority of the tasks listed, and your line manager will advise you of those that are not applicable.

PURPOSE OF JOB

To work under the instruction of the teacher to assist in the preparation and delivery of education for pupils in the Nursery Class, providing general care and welfare to the children some of whom will/may have special educational needs.

PRINCIPAL ACCOUNTABILITIES

- To comply with Child Protection and Safeguarding procedures: maintaining respect and confidentiality with regard to children and families.
- To work as part of a team, creating a positive environment in which a child's all round development is nurtured.
- To support the school's strategic approach in the teaching and learning of basic phonics and number skills.
- To work under the direction of senior staff, assisting with the preparation of the classroom for activities, and clearing up afterwards.
- To check that equipment and resources are in a safe and clean condition.
- To attend to the personal needs of the children such as toileting, washing and general matters of care and comfort.
- To assist the nursery practitioner in providing group activities to children.
- To assist Foundation Village staff with the organisation and supervision of children during outdoor play.
- To be involved in stimulating and encouraging children in activities.
- To respect children as individuals, encouraging them to value others and themselves.
- To set up and tidy away activities as appropriate.

- To support Nursery Practitioner in creating attractive and stimulating displays.
- To work in collaboration with all staff and children in the Foundation Village as directed.
- To maintain and tidy the outside area in collaboration with all Foundation Village staff.
- To participate positively in the general life of the school/nursery, for example: assemblies, parents meetings, celebrations, educational visits and festivals.
- To ensure the safe and secure collection of the children.
- To have an awareness of the aims and objectives set out in the Early Years Policy/Foundation Stage Curriculum.
- The post-holder is responsible for ensuring that the Trust's/School's equalities policy is fully implemented in all areas of his/her work as is the Trust's/School's health and safety policy and agreed codes of practice and that he/she works within the confines of the Data Protection Act.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to *undertake* various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Trust/School reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

PERSON SPECIFICATION

POST TITLE: Nursery Assistant - Role A

CRITERIA

ESSENTIAL CRITERIA

Job Related Education, Qualifications, Knowledge and Experience

- NVQ Level 2 (or equivalent) with one year's experience of working with children in an early years setting;
- or
- Two years' experience of working with children in an early years setting.
- Basic understanding of child development and child centred approach to early years education
- Basic understanding of legislation and policies relevant to nursery age children
- Qualified in Paediatric First Aid (desirable)

Skills/Abilities

- Good numeracy/literacy skills
- The ability to communicate effectively with a wide range of people, children, parents/carers, teachers and professionals from other agencies
- The ability to work effectively and positively as part of a team
- The ability to react quickly and calmly to problems and to refer situations to other members of staff as appropriate.
- To be willing to attend and participate in team meetings
- To be able to observe closely, and contribute to the keeping of accurate records of the development and learning of all pre-school children including those with special needs.

Equalities

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Trust's/School's Equalities Policy.