**Nursery Assistant**

**Grade: Scale 3**

**Job Description**

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| **Job Purpose** |
| The postholder will provide care for young children from the term following their third birthday (occasionally rising three year olds if places are available) until they enter school (approx. 5 years). You will have a clear understanding of how young children learn and the ability to work closely with parents and a variety of other professionals. |
| **Major Tasks** |
| * Organising and supporting children’s development and learning through planned play activities and a mixture of adult and child led tasks, building up children’s language, literacy and numeracy skills. * To promote children’s welfare and have a child centred approach. * Helping children to achieve the learning goals of the EYFS. * Encouraging co-operation and good behaviour. * Making sure that the children are safe at all times. |
| **Contacts & Relationships** |
| * Respond in a timely manner to feedback given by Senior Leaders / Governors to improve your own practice and provision within the setting * Create a safe and stimulating environment to promote learning, which is organised according to the EYFS areas of learning, has colourful displays which support children’s development and which has evidence of daily risk assessments. * Assess children relating to their stages of development and progress over the course of an academic year or from their starting points in nursery. * Speak to parents and/ or careers about their children’s development and progress * Attend meetings and training courses to develop your own professional practice and knowledge and that of the team who you oversee. * Work closely with other professional such as social workers, Educational Psychologists and health professionals. Act on their advice to ensure that children’s needs are met at all times. * Building relationships with relevant agencies, schools and childcare professionals |
| **Creativity** |
| * Plan and prepare activities and materials for your own key group. * Set out activities before classes and tidy up afterwards |
| **Decisions** |
| * Complying with environmental, health and safety and fire regulations * Keeping up to date with developments in early years care |
| **Management & Supervision** |
| * Deputising in the absence of the Nursery manager * Supporting and developing the nursery team through ongoing CPD organization and regular staff meetings |
| **Supervision Received** |
| * Class teacher to supervise daily work allocation |
| **Complexity** |
| * Conducts clerical/admin tasks, such as photocopying, filing, organising work sheets/tests * Working with groups and individual pupils ensuring attainment and progress * Occasional cover in emergency situations |
| **Resources** |
| * Support the use of ICT in learning activities and develop pupils’ competence and independence in its use * Determine the need for, prepare and maintain general and specialist equipment and resources * Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person |
| **Impact** |
| * Ensure all children feel safe and secure * To support children in reaching their full potential academically * To support children emotionally, developing well rounded pupils * To work effectively within a team establishing productive and effective relationships |
| **Physical Demands** |
| * Carrying small office style equipment and resources * Setting up for school events or meetings * To complete display work |
| **Working Environment** |
| * In the main this post works in the environment equivalent to working in an office in terms of heat, ventilation and lighting. There may be occasional exposure to conditions such as would be found outside, e.g. PE lessons, educational visits and playground duty * Any verbal abuse they receive when dealing with parents will be dealt with by the head teacher |
| **Emotional Context** |
| * The emotional strain or distress this role is expected to face would be limited, however there may be times when the post holder has contact with information that may be upsetting. However, this would be incidental and it would not be a formal part of the job to deal with this information. * Any emotionally distressing information disclosed to them will be passed to the relevant Designated Safeguarding Lead/Head teacher |
| **Other** |
| The postholder will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade.  The postholder will be expected to actively follow all school policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct etc.  The postholder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations.  The postholder will ensure that they promote the safeguarding and welfare of all children in line with Keeping Children Safe in Education, the Statutory Framework for the Early Years Foundation Stage and Working Together to Safeguard Children |

**Person Specification**

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| **Criteria** | **Standard** |
| **Qualifications** | * Level 3 childcare qualification / or Level 2 childcare willing to obtain Level 3 |
| **Experience** | * Experience of working within Early Years settings. |
| **Knowledge** | * Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation * Good knowledge of child protection * Understanding of principles of child development and learning processes |
| **Skills** | * Good communications skills * Excellent and organisational and time management skills * The ability to manage groups and deal with challenging behaviours |
| **Personal style & behaviours** | * A warm, caring and patient nature * A sense of responsibility * Creative ideas * An interest in child development * An awareness of child safety issues * A willingness to develop your skills * Commitment to children’s development and equal opportunities * Understand and apply the law around keeping children safe |
| **Fluency Duty** | * This post has been identified as a customer facing role and therefore the Council is required to fulfil their statutory duty under Part 7 of the Immigration Act 2016. As a public body the Council is obliged to ensure member of staff in such roles are able to have a command of spoken English which is sufficient to enable the effective performance of their role. * This post holder: * Can understand a wide range of demanding, longer clauses and recognise implicit meaning * Can express ideas fluently and spontaneously without much obvious searching for expressions * Can use language flexibly and effectively for social, academic and professional purposes * Need to be able to explain ideas to students and parents and communicate with students to address their needs. |

We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person specification includes what we believe are fully justifiable essential and desirable selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.

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| **Type of criminal records checks required for this post** | **Ticked as required** |
| None |  |
| Basic Disclosure |  |
| Standard Disclosure |  |
| Enhanced Disclosure | P |
| Working with Adults - Regulated Activity |  |
| Working with Children - Regulated Activity |  |

Information on types of criminal records checks is available at:

<https://www.gov.uk/disclosure-barring-service-check>

Signed Headteacher:

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Date: 03/02/2025

Signed Chair of Governors

Date:

Signed Nursery Assistant

Date: