

<b>Job Title</b>	Nursery Learning Support Assistant
<b>Grade</b>	Scale 3 Point 5
<b>Reports to</b>	Headteacher, Nursery School Teacher and Nursery Manager
<b>Liaison with</b>	Nursery School Teacher and Manager
<b>Job Purpose</b>	To work as a key worker and as part of the Nursery team, under the direction of the Teacher and Manager. To provide safe, high quality education and care for young children.
<b>Duties</b>	<ul style="list-style-type: none"> <li>• To assist with the planning, delivery and evaluation of the curriculum</li> <li>• To act as a key worker to a small group of children, liaising closely with parents/carers and ensuring each child's needs are recognised and met</li> <li>• To assist with the display and presentation of pupils' work</li> <li>• Monitor and record children's activities, progress and development</li> <li>• Assist with assessments and IEPs</li> <li>• Provide a stimulating, educational and safe environment for children in which they can develop to their full potential</li> <li>• To support learning and development by arranging/providing resources for lessons/activities under the direction of the teacher</li> <li>• To help to set up the play areas for the daily programme and to help tidy away at the end of the session</li> <li>• To advise the Teacher or Manager of any concerns, e.g. over children, parents or the safety of equipment, preserving confidentiality as necessary</li> <li>• To teach children, offering an appropriate level of support and stimulation</li> <li>• Provide support to children with particular learning, behavioural, communication, social, sensory or physical difficulties, have knowledge and make use of appropriate equipment/resources.</li> <li>• Assist with snack/meal times, including preparation of food, assisting with eating and clearing up as appropriate</li> <li>• To attend to children's personal needs including help with social, personal hygiene, welfare and health matters</li> <li>• To assist in transitioning children to/from their parents/carers at the beginning and end of the session</li> <li>• To assist with the preparation, maintenance and control of stocks of materials and resources</li> <li>• To assist with escorting children on educational visits</li> <li>• To attend staff meetings</li> <li>• To attend in-service training courses and meetings as required;</li> <li>• To keep completely confidential any information regarding the children, their families or other staff which is learned as part of the job.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning,</li> </ul>

	<p>development and training opportunities in discussion with line manager.</p> <ul style="list-style-type: none"> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment</li> <li>• The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade</li> </ul>
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## PERSON SPECIFICATION

General heading	Detail	Specific Requirements
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Successful recent experience working with nursery/early year's children. Cache Level 3 or equivalent. Good general standard of education.
	Knowledge of relevant policies and procedures	First aid qualification. Knowledge of child development. Knowledge of Early Years Foundation Stage Knowledge of assessment techniques for young children. Understanding of child protection policies and procedures.
	Literacy	GCSE English A-C or equivalent
	Numeracy	GCSE Maths A-C or equivalent
	Technology	Basic knowledge of ICT to support learning
<b>Communication</b>	Written	Ability to write detailed reports
	Verbal	Ability to listen effectively Ability to exchange routine verbal information clearly with children and adults Ability to exchange complex and sensitive information in a firm and non-ambiguous way Ability to express own views and opinions
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to consult effectively with children and adults Ability to motivate/encourage/empower children/adults
<b>Working with children</b>	Behaviour Management	Understanding and implementation of school behaviour management policy and strategies Ability to manage groups of children, ensuring they remain on task
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum/School organisation	General understanding of the school curriculum Working knowledge and experience of implementing the EYFS, national curriculum and other learning programmes Understanding of statutory framework relating to teaching
	Child Development	Basic understanding of the way in which children develop Understanding of different developmental stages and the impact of experience on these developments Interact with, and support children, according to individual needs and skills

		Understand the way in which play and games can support child development Understand and support children in transition
	Health & Well being	Understand and promote the value of emotional and physical wellbeing in adults and children Take responsibility for own wellbeing
<b>Working with others</b>	Working with partners	Understand and value the role of parents and carers in supporting children Understand the role of others working in and with the school Know when, where and how education and support services can be accessed
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults using appropriate communication styles Ability to build open and honest relationships
	Teamwork	Work effectively as part of a team with a range of adults Ability to work independently when required Know when and how to seek support Know when and how to hand over control Knowledge of own position within a team environment and the boundaries which apply
	Information	Knowledge of CAF (if/when appropriate) Ability to record and report observations in an appropriate manner Ability to deliver and follow instructions accurately Know when, how and with whom to share information Ability to distinguish between opinion and fact
<b>Responsibilities</b>	Organisational skills	Ability to be proactive and initiate action Remain calm under pressure
	Time Management	Ability to manage own time effectively Ability to meet deadlines
	Creativity	Demonstrate creativity and an ability to resolve problems independently
	Equalities	Demonstrate commitment to equality
<b>General</b>	Health & Safety	Good understanding of Health and Safety
	Child Protection	Understand what is mean by safeguarding and the different way in which children can be harmed Understand and implement children protection procedures
	Confidentiality/Data Protection	Understand and comply with procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role