

Support Staff Job description

Nursery Assistant

Salary grade: E2

Reporting to: Nursery Manager

Functional relationships include: Headteacher, school staff, pupils, parents, senior leadership team (SLT), ELAN central team, local authority (LA), external agencies, volunteers.

Purpose of role

Working under the overall line management of the Early Years Team Leader and day-to-day line management of the Nursery Manager, to ensure the provision of high-quality childcare, in a caring and stimulating environment, for children from 2-3 years of age.

To act as an integral part of the school early years team, and contribute to the overall aims of the school.

Key responsibilities

Support for the Head Teacher

- Work with the early years inclusion lead and nursery manager, in such a way as to ensure that there is an understanding and clarity of the post holder's specific areas of responsibility and accountability.
- Support in the interpretation and application of statutory regulations, Ofsted requirements, school policies and agreed procedures in respect of the management of staff, finances, property and other nursery resources.
- Develop, implement and evaluate the early years foundation stage (EYFS) curriculum and the planning of activities suitable for the age range of children attending the nursery.
- Assist in the preparation of the nursery for Ofsted inspections and in undertaking any post inspection action.

Support for Children, Parents and Carers

- Develop meaningful partnerships with Parents and Carers and liaise effectively with them.
- Communicate with parents and other designated carers on matters of importance or concern related to the care and development of their children. Promote partnership working between home and school and always ensure that systems are in place so that enquiries from parents and carers are dealt with in a positive way.
- Support the schools' 'open' days and other events which help to inform existing and potential users of the services offered by the nursery.
- Prepare and issue written information under direction of the nursery manager, which promotes the activities of the nursery.
- Development, security and wellbeing of all children.

- Undertake, with other keyworkers as directed, an initial assessment of each child's individual needs taking account of their family and local community background, consultation with the child's Parents or Carers and, where relevant, other childcare professionals.
- Provide specific support to children with special needs to ensure that they have equality of access to opportunities to learn and develop.
- Ensure the provision of care and education for each child through a planned curriculum of stimulating, enjoyable and constructive activities, appropriate to their age and abilities, which encourage their physical, social, language, emotional and intellectual development.
- Ensure the well-being of all children through daily routines which encourage them to develop good relationships with others, develop their independence and self-esteem, help them to adjust to new settings and to practice good standards of health and hygiene.
- Manage the application of simple first aid, if authorised and trained to do so.
- Monitor progress and review individual care plans.
- Ensure that accurate and up to date records are maintained such as Tapestry learning diary observations and that they reflect the progress of individual key children.
- Complete, record and share two-year old checks with Parents/Carers.

Support for the School

- Ensure that the highest standards of security and hygiene are maintained at all times and that all identified health and safety risks are dealt with as quickly and effectively as possible.
- Manage the day-to-day administrative routines, ensuring that all necessary paper and ICT records are up to date and accurately maintained.
- Work effectively with all other nursery staff, the school's teaching and support staff and other professionals, applying own strengths and expertise to contribute positively to the overall aims and objectives of the school.
- Provide effective role modelling for all other members of the nursery staff by sharing own knowledge and expertise in a professional and constructive manner.
- Take a lead role in supporting and developing a culture of team working for the benefit of all children and parents using the services provided.
- Have high quality interactions that support children's speech and language development, as well as scaffolding children's play so that they make progress in their learning and development.
- Participate in meetings and contribute to the development of policies and procedures related to the running of the nursery.
- Contributing to the maintenance of a secure and welcoming environment.
- Develop and maintain effectiveness as a member of the school staff by taking responsibility for own continuing professional development.

Support for external agencies and organisations

- Prepare confidential reports on individual children and their families as required.
- Maintain effective working links with local authority staff, government agencies and other organisations that provide support services for children and their families in the local community.

This is not an exhaustive list and some changes to both the job description and duties may occur.

Key skills

Reflecting

- Reflect on personal and professional development.
- Use feedback from all levels of the trust to help improve all areas of your own performance
- Be aware of your own skills of self-management as regards to time and prioritising workload.

Additional duties and information

- To contribute to the ethos and aims of ELAN.
- ELAN is committed to safeguarding and promoting the welfare of children and young people. All staff working within ELAN are expected to share a commitment to doing this. You will be expected to follow and promote the procedures in the safeguarding and child protection policy and report any concerns in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children and young people gives cause for concern, the trust's safeguarding and child protection procedures will be followed alongside implementation of the ELAN disciplinary procedures.
- To be aware of and understand the ELAN equality and equal opportunities, whistleblowing, ICT, online safety, GDPR and safeguarding and child protection policies ensuring at all times that the duties of the post are carried out in accordance with policy.
- To read and have a thorough understanding of ELAN's staff code of conduct.
- To undertake any duty or responsibility relevant to the trust's needs as required and are commensurate with the grade.

Working relationships and contacts

- To develop and maintain working relationships with other professionals both internal and external.

Skills/qualifications

Please refer to the person specification for full details. Please note all original qualification certificates will need to be presented on the day of interview for verification and production of these certificates' forms part of the conditional offer checks and will be held on your personnel file.

Confidentiality

During the course of your employment you will have access to information of a confidential nature. Under no circumstances may this information be divulged or passed on to any unauthorised person or organisation.

Data protection

During the course of your employment, you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data

Protection Act 1984 and properly applied to pupil, staff and school business/information. You are required to undertake annual GDPR training.

Further information

Probation: This post is subject to a **six month** probation period.

Scale point: All staff start at the first scale point within their salary grade. Annual increments will automatically be awarded on 1st April every year until the top of scale is reached.

Pension: As an equitable employer we align with the Local Government Pension Scheme (LGPS), and as such, the postholder will be automatically enrolled in the Avon Pension Scheme. The trust pays a contribution of salary into the LGPS – this is an additional remuneration benefit.

Person specification

Job title: Nursery Assistant

Qualifications and experience

Essential	Desirable	Measured By
GCSEs Grade 4 or above / A - C or NVQ level 2 in literacy and numeracy Early Years Certificate (EYC) Level 2 or equivalent e.g., NVQ / VRQ	Early Years Education, Childcare and Development or equivalent NVQ / VRQ Level 2 Teaching Assistant qualification (desirable for E3 role) Further qualifications and/or studies	Application form
Recent experience of working in an early year environment.	Recent experience of working with children with additional needs. Experience as a key person in an early years setting.	Application form
A strong interest in children's learning and the many ways in which children learn.	A good working knowledge of the EYFS curriculum. A strong interest in keeping up to date with current educational thinking, research-based practice.	Application form

Knowledge and skills

Essential	Desirable	Measured By
Be able to co-operate positively and closely with colleagues.		Application form/interview

Understand how to maintain a safe and hygienic environment.		Application form/interview
Show a commitment to children's personal as well as academic development.		Application form/interview
Evidence of recent and relevant experience with children.		Application form/interview
Understanding of safeguarding procedures.		Application form/interview
Be able to contribute to and adapt planned activities to meet individual needs.		Application form/interview

Personal qualities

Essential	Desirable	Measured By
Excellent communication skills with young children and adults.		Application form/interview
Good organisational skills.		Application form/interview
Caring and compassionate.		Application form/interview
Willing team player.		Application form/interview