

## Job Description

<b>Post Title:</b>	<b>Nursery Assistant [Code 208]</b>
<b>Scale:</b>	2
<b>Hours:</b>	32.5 hours per week over 39 working weeks
<b>Base:</b>	Helston Day Nursery, Helston Community College
<b>Responsible to:</b>	Headteacher/ Nursery Manager / Nursery Lead / Teacher
<b>Direct Supervisory Responsibility for:</b>	None
<b>Indirect Supervisory Responsibility for:</b>	None
<b>Important Functional Relationships: Internal/External</b>	<u>Internal:</u> Teaching Staff, Support Staff, pupils <u>External:</u> LA representatives and advisors, parents and carers, Governors, external agencies, visitors

### Main Purpose of the Post:

- I. To work in collaboration with the Nursery Manager / Lead / Teacher, assisting with activities for nursery children and assessing progress. To assist in the practical organisation of nursery activities and group work as directed.
- II. To help ensure the safety and well-being of the children and at all times.
- III. To meet the requirements of children with specific special education needs.

### Main Duties and Responsibilities:

1. To work with groups or individual children in all curricular areas under the direction of the Nursery Manager / Nursery Lead / Teacher in a variety of tasks to develop the physical, intellectual, emotional and social skills of the children.
2. To assist with the planning and teaching of learning activities, under the guidance of the Nursery Manager / Lead / Teacher. To develop children's knowledge through support and encouragement in the learning activities undertaken. To plan for and to provide opportunities for children to work towards the EYFS, providing creative ideas for enhancing the indoor and outdoor learning environment and putting them into practice.
3. To carry out domestic duties such as setting and tidying up, serving snacks, organising cooking activities and changing children as appropriate.
4. To prepare, use and maintain relevant resources, including wall displays, ensuring that basic classroom materials are available for use and independent learning is fostered.
5. To carry out activities that provide safe, creative and enjoyable learning.
6. To feedback information regarding the well-being, educational and developmental needs to the Nursery Manager / Lead / Teacher, parents and Headteacher as appropriate as part of the Key Worker role.
7. Within that role, to make and write observations and assess, tracking children's interests in order to determine next steps for key children. To be involved in the planning process and to reflect on children's

progress, taking part in paired observations and discussions with other members of the team.

8. To accompany children on educational visits and outings under the overall supervision of the Nursery Manager / Lead / Teacher.
9. To monitor and record information that may impact on daily learning such as health, behaviour and general wellbeing and to keep Nursery Manager / Lead / Teacher informed as required.
10. To promote a healthy lifestyle to the children and support their emotional and physical development and well-being.
11. To undertake the shared responsibility with all nursery staff for the care and maintenance of nursery equipment and resources.
12. To encourage self-control and self-discipline in the children throughout all activities undertaken in the nursery and to promote the nursery's positive behaviour policy.
13. To be aware of confidential issues linked to home / nursery / school work and to ensure confidentiality of such sensitive information.
14. To administer appropriate first aid [as trained] and assist with the general health care of children with physical or medical needs.
15. To remain aware of and work within all relevant Trust /school working practices, policies and procedures.
16. To attend staff meetings, inset and training courses as required.
17. To attend and inform annual review meetings and multi-agency meetings as required.

#### **General / Other**

18. To be aware of and work in accordance with Safeguarding and Child Protection policies and procedures in order to promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.
19. To remain aware of and work within all relevant Trust / school practices, policies and procedures, including Health and Safety, Equal Opportunities, Code of Conduct and Data Protection.
20. To maintain confidentiality of information acquired in the course of undertaking duties.
21. To be responsible for your own continuing self-development, undertaking training as appropriate.
22. To play a full part in the life of the Trust community, to support its ethos and promote its co-operative values and ethical principles.
23. Although the role is primarily with the appointing school, staff may be deployed, within reason and subject to discussion, in any setting across the Trust.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Staff will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.

The Trust will endeavour to make any necessary, reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown but, in consultation with you, may be changed by the Trust to reflect or anticipate changes in the job commensurate with the scale and job title.

Job Description prepared by: Southerly Point Co-operative Multi-Academy Trust  
Date: March 2019

## Person Specification

**Job Title:** Nursery / Early Years Assistant [Code 208]

**Person specification prepared by:** Southerly Point Co-operative Multi-Academy Trust

**Date:** March 2019

Attributes	Essential	Desirable	How Identified
<b>Relevant Experience</b>	1. Proven experience of working as a Key Worker within a nursery / EYFS environment	A. Relevant experience of working in a team	Application form Interview
<b>Education &amp; Training</b>	2. Good levels of literacy and numeracy 3. 5 GCSEs [A* - C] or equivalent, including English and Maths 4. Qualified to NVQ Level 2 or above [or equivalent]	B. First Aid	Application form Interview
<b>Knowledge and skills</b>	5. Thorough knowledge and understanding of EYFS 6. Good organisational skills 7. Good listening & communication skills 8. Good interpersonal skills and ability to work successfully as part of a team 9. Basic ICT skills	C. Knowledge of relevant barriers to learning and issues relevant to education and child development D. Willingness to update knowledge and attend regular training as the need arises	Application form Interview.
<b>Any Additional Factors</b>	10. Patient and empathetic 11. Able to prioritise between different demands and to work to deadlines 12. Ability to liaise and communicate effectively and appropriately with parents and specialists 13. Demonstrate a commitment to: <ul style="list-style-type: none"> <li>Co-operative Values</li> <li>Promoting the school and Trust's vision and ethos</li> <li>Ongoing relevant professional self-development</li> <li>Safeguarding and child protection</li> </ul>	E. Ability to show initiative F. Ability to identify own professional development needs and be willing to act upon them G. Confident user of ICT	Application form Interview