



On a journey together where learning has no limits.
'They will soar on wings like eagles.' Isaiah 40:31

Ixworth CE Primary School

Job Description

Position: Nursery Assistant

Purpose of Job: Work effectively as a member of the team to deliver high-quality, inclusive play and learning experiences for all children attending the setting. Collaborate with colleagues to create a safe, welcoming, purposeful, stimulating and supportive environment, both indoors and outdoors.

Responsible to: Headteacher

Main Duties:

1. Planning and organisation - planning and delivery of the EYFS curriculum, indoors and outdoors, in accordance with the 7 areas of learning, characteristics of effective learning.
2. To help set up the learning environment for the day and to help to tidy away at the end of the session, ensuring that all toys and equipment are clean and safe at all times
 - Implementing risk assessments, as delegated, to ensure the well-being of children and adults in the setting
 - To assist with the planning of activities and the continual enhancement of the learning environment (quality improvement)
3. High quality practice
 - Keep up-to-date with current good practice in the EYFS
 - To interact and play with children, supporting them to develop skills
 - To be flexible, responsible and caring at all times
 - To recognise individual needs – Special Educational Needs (SEN) and disability, English as Additional Language (EAL) and cultural diversity
 - To act as a key person for a group of children and their families
 - To observe and record children's developmental progress and record in their My Learning Journey
 - To be an active member of the team
 - Ensuring confidentiality is maintained at all times
 - To liaise with staff and parents/carers, ensuring the smooth daily running of the setting is maintained.
 - Ensure that all concerns and complaints are dealt with in a professional manner and in accordance with the policies and procedures
 - To promote smooth transitions for children
4. Statutory, setting and legal obligations
 - Knowledge and understanding of the EYFS, local safeguarding procedures and Health and Safety
 - To ensure an up-to-date knowledge of local safeguarding children procedures and ensure these procedures are embedded in everyday practice
 - To provide First Aid when necessary and contribute to keeping written records of incidents, accidents and concerns
 - To keep abreast of current developments and legislation by attending relevant training, network meetings, and reading relevant publications
5. Other
 - To be prepared to work outside of school hours to support the wrap around care offer for Nursery.
 - To undertake any other reasonable duties as directed by the line manager
 - To support nursery children at lunchtimes

This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties as discussed and directed by their line supervisor.