



## Job Description Nursery Assistant

<b>Job Title</b>	Nursery Assistant
<b>Grade</b>	Scale 3 Point 6
<b>Reports to</b>	Nursery Manager
<b>Responsible for</b>	N/A
<b>Liaison with</b>	Nursery Manager
<b>Job Purpose</b>	To work in partnership with class teachers to support social, emotional, educational and welfare needs of nursery/early years' children in line with early years' goals, codes of practice and school policies and procedures.
<b>Principal Accountabilities</b>	<ul style="list-style-type: none"> <li>• Provide a stimulating, educational and safe environment for children in which they can develop to their full potential</li> <li>• Supervise pupils in their activities, at play and at mealtimes</li> <li>• Establish positive relationships with pupils and their parents/carers</li> </ul>
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Promote positive pupil behaviour in line with school policies and help keep pupils on task</li> <li>• Interact with, and support pupils, according to individual needs and skills</li> <li>• Provide support to pupils with particular learning, behavioural, communication, social, sensory or physical difficulties, have knowledge and make use of appropriate equipment/resources.</li> <li>• Promote the inclusion and acceptance of children with special needs ensuring access to activities through appropriate clarification, explanation and resources</li> <li>• To assist in planning and evaluation of activities with the Early Years Leader, providing feedback to the Early Years Leader on pupil progress and behaviour</li> <li>• Monitor and record pupil activities, progress and development</li> <li>• Assist with assessments and IEPs</li> <li>• To support learning and development by arranging/providing resources for lessons/activities under the direction of the Early Years Leader</li> <li>• Attend parent's evenings/meetings and provide information to parents, under the direction of the Early Years Leader, regarding their child(ren)</li> <li>• Be involved in interviews/induction for new children</li> <li>• Assist pupils with snack/meal times, including preparation of food, assisting with eating and clearing up as appropriate</li> <li>• To attend to pupils' personal needs including help with social, personal hygiene, welfare and health matters, including minor first aid</li> <li>• Escort pupils to their parents/carers at end of session</li> <li>• To assist with the preparation, maintenance and control of stocks</li> </ul>

	<p>of materials and resources</p> <ul style="list-style-type: none"> <li>• Liaise with other staff and provide information about pupils as appropriate</li> <li>• To assist with the display and presentation of pupils' work</li> <li>• To assist with escorting pupils on educational visits</li> <li>• To assist the Early Years Leader with training of student NNEBs</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Attend relevant training and take responsibility for own development</li> <li>• Attend relevant school meetings as required</li> <li>• To respect confidentiality at all times</li> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li> <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 Trust Board of Directors are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li> </ul>