

ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL

JOB DESCRIPTION

Job Title:	Nursery Assistant
Grade:	HC03 (3)
Hours:	20 hours per week.
Employer:	The School Governing Body
Line managed by:	Nursery Manager
Responsible to:	The Headteacher

Core Purpose:

- To provide high quality teaching and learning support that meets the needs of the pupils at St Joseph's Primary School Nursery and that will enable the school to achieve its founding vision.

Job Purpose

- To deliver high-quality childcare in line with the requirements of the Early Years Foundation Stage (EYFS) framework.
- To work collaboratively with the Nursery Manager, Breakfast Club staff, and After School Club teams to support the overall aims and smooth running of the nursery.

Support for Pupils

- Share responsibility for safety, health and welfare of pupils at all times
- Ensure all pupils have access to the full Early Years Foundation Stage curriculum
- Relate well to pupils
- Guide the development of pupil's social behaviour and attitudes
- Supervise pupils on activities, including outdoor activities
- Observe and assessing children's development and progress
- Keep accurate records of observation, assessment and development of children.
- Share responsibility to ensure the care and hygiene needs of nursery children are met.
- Act as a key person for a group of pupils.

Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertake programmes linked to local and national learning initiatives in literacy, numeracy and early years, recording achievement and progress and feeding back to the Nursery Manager.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use appropriate to their stage of development.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

Support for the Parents

- Encourage parents and carers to be involved in the setting and their children's learning
- Establish good relationships with parents and carers
- Build up a trusting relationship with parents/carers of key worker group
- Take part in home visits when appropriate and required

Support for the Nursery

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the nursery/school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Accompany staff and pupils on visits, trips and out of school activities as required and take responsibility for nominated children under the supervision of the Nursery Manager/ Deputy.
- Undertake required Paediatric First Aid training and promptly provide first aid treatment to sick or injured pupils.
- Maintain food hygiene standards.
- Keep records and prepare reports of accidents and dangerous incidents, and reporting these to the Nursery Manager/Headteacher
- To implement all school policies, promoting equal opportunities for all.
- To undertake any other duty reasonably assigned by the Nursery Manager/Headteacher from time to time.

Mandatory Duties

- **Safeguarding**

At all times ensure that priority is given to the safeguarding of young people and that Safeguarding Policies and Procedures are followed.

- **Health and Safety**

- Personally responsible for the health, safety and welfare of all staff that may be affected by the post holder's acts and/or omissions.

- **Equal Opportunities**

- Personally responsible for equal opportunities awareness and ensuring that the post holder is aware of, and carries out, the provisions contained in the Equal Opportunities Policy

This document is signed as having been negotiated, agreed and seen by the person concerned and the Headteacher.

Signed
Nursery Assistant

Date

Signed
Headteacher

Date