



Job Description

Job Title	Nursery Assistant
Grade	Scale 3
Reports to	Nursery Manager
Responsible for	N/A
Liaison with	Nursery Manager
Job Purpose	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.
Principal Accountabilities	To provide a stimulating, educational, and safe environment where children can thrive and reach their full potential. To supervise pupils during activities, play, and mealtimes, while also building positive and supportive relationships with both the children and their parents or carers.
Duties	<p>Pupil Support and Interaction</p> <ul style="list-style-type: none">• Interact with, and support pupils, according to individual needs and skills.• Provide support to pupils with particular learning, behavioural, communication, social, sensory or physical difficulties; have knowledge of and use appropriate equipment/resources.• Promote positive pupil behaviour in line with school policies and help keep pupils on task.• Promote the inclusion and acceptance of children with special needs, ensuring access to activities through appropriate clarification, explanation and resources.• Assist pupils with snack/meal times, including preparation of food, assisting with eating and clearing up as appropriate.• Attend to pupils' personal needs, including help with social, personal hygiene, welfare and health matters, including minor first aid.• Escort pupils to their parents/carers at the end of the session. <p>Learning, Planning and Assessment Support</p> <ul style="list-style-type: none">• Assist in planning and evaluation of activities with the Early Years Leader, providing feedback on pupil progress and behaviour.• Monitor and record pupil activities, progress and development.• Assist with assessments and Individual Education Plans (IEPs).• Support learning and development by arranging and providing resources for lessons and activities under the direction of the Early Years Leader. <p>Attendance and Behaviour Monitoring</p> <ul style="list-style-type: none">• Work closely with the Attendance Leader and Attendance Advisor to plan and implement strategies to improve pupil attendance.• Collate and analyse behaviour logs and provide feedback to staff and senior leaders.



	<p>Parental and Pupil Transitions</p> <ul style="list-style-type: none">• Attend parents' evenings and meetings to provide information to parents, under the direction of the Early Years Leader.• Be involved in interviews and induction for new children. <p>Classroom and Resource Preparation</p> <ul style="list-style-type: none">• Assist with the preparation, maintenance and control of stocks of materials and resources.• Assist with the display and presentation of pupils' work.• Assist with escorting pupils on educational visits. <p>Collaboration and Professional Support</p> <ul style="list-style-type: none">• Liaise with other staff and provide relevant information about pupils as appropriate.• Assist the Early Years Leader with the training and support of student NNEBs.
General	<ul style="list-style-type: none">• 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.• Attend relevant training and take personal responsibility for own CPD.• Attend relevant school meetings as required.• Comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.• Contribute to the overall ethos/work/aims of the school.• To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.• The Trust Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>