



## **Woodgate Primary Academy**

### **Job Description: Nursery Assistant**

**Grade: C**

**Responsible to:** Nursery Leader

#### **JOB PURPOSE**

To work as an effective member of an early years team contributing to the education and care of children and support individual children with specific needs.

#### **Main Tasks:**

1. To plan and implement a curriculum programme, meeting the needs of individual children, supporting and enabling their learning.
2. To observe, record, assess and report individual children's progress in accordance with policy and procedures.
3. To be involved in the delivery of an effective early years service, participating in relevant teams as necessary.
4. Keep abreast of early years local and national developments.
5. To support children's well being meeting the needs of the individual child in accordance with our duty of care.

#### **Daily duties may include:**

1. To plan and implement a curriculum programme, in accordance with the Early Years Foundation Stage curriculum, to meet the needs of individual children, and support and enable their learning.
  - 1.1 Contribute to the evaluation of children's progress and contribute to short and long term planning within contractual hours.
  - 1.2 Plan challenging, stimulating and purposeful learning situations indoors and outdoors to help children develop skills in the EYFS Areas of Learning for children up to the age of five.
  - 1.3 Encourage children's development through listening, talking and responding to children in a range of learning contexts.
  - 1.4 Encourage the emotional, social, physical, creative and intellectual development of the children.
  - 1.5 Organise the environment to best enable children's learning and encourage and extend children's questions and investigations (displays, artefacts/resources, furniture, etc.).
  - 1.6 In liaison with the Senco, implement individual programmes for children with additional needs and be committed to working in an environment which promotes inclusion.
2. To observe, record, assess and report individual children's progress in accordance with policy and procedures.
  - 2.1 Observe and note significant learning to record progress and inform future planning.
  - 2.2 Be responsible for assessments and records of a group of children building up individual 'profiles' over time.
  - 2.3 Use pupil information to identify next steps of learning for individual children.
3. To be involved in the delivery of an effective early years service, participating in relevant teams as necessary.
  - 3.1 Attend and participate in relevant staff meetings and in service training days as required and within contractual hours.
  - 3.3 Take an active part in the appraisal cycle, identifying and implementing personal and school improvements.

- 3.5 Be involved in the self-evaluation and development process, contributing to staff discussions and evaluations on a range of issues.
- 3.6 Work in liaison with key partner agencies to provide integrated support to children and families.
- 3.7 Contribute and support the training of students from various agencies by sharing expertise, specialised knowledge, and ethos of the setting
- 3.8 Take part in the organisation of resources and completion of inventories.
  
- 4. Keep abreast of early years local and national developments.
  - 4.1 Attend planning time, evaluation meetings, staff meetings, in service courses, workshops and conferences as appropriate.
  - 4.2 Take an active part in the self-evaluation, improvement planning, and performance management cycle.
  
- 5. To support children’s well-being, meeting the needs of the individual child in accordance with our duty of care.
  - 5.1 Act as a key worker to an identified group of children contributing to the warm, supportive and caring environment for all children.
  - 5.2 Welcome children and parents, as part of induction and helping with liaison at transition.
  - 5.3 Use arrival and departure times to relate warmly and to share information with parents/carers.
  - 5.4 Carry out safety checks of play equipment before and after use.
  - 5.5 Adhere to all health and safety policies and regulations.
  - 5.6 Use clearing and tidying up routines as opportunities for adult/child interaction and children's learning.
  - 5.7 Contribute to the protection of children in accordance with Local Authority and setting policies.
  - 5.8 Attend to the immediate/basic needs of children when injured/sick or wet/soiled and, on a voluntary basis, administer prescribed medicines in accordance with predetermined procedures.

**The above is intended to provide a clear and concise statement of the present Main Tasks and Daily Duties of the job. It is not an exhaustive list of all its detailed duties.**

Signed: ..... Date:  
 .....

Print Name:  
 .....  
 .....

## Person Specification

### Nursery Assistant

	Essential	Desirable
<b>Experience &amp; Qualifications</b>		
English and Mathematics GCSE or equivalent Grade A-C	√	
Suitable level 3 qualification	√	
Have experience of working with children	√	
Have experience of working with children with Special Educational Needs		√
Have a secure knowledge of the Early Years Foundation Stage curriculum and be confident in its implementation	√	
Experience of working in a nursery setting – minimum 2 years depending on qualification		√
<b>Skills</b>		
Good literacy and numeracy skills	√	
Good oral communication skills	√	
Good ICT skills		√
<b>Attributes</b>		
Good time management skills	√	
Patient, calm and friendly manner	√	
Ability to use own initiative	√	
Confident and positive outlook	√	
Strong team player and ability to work well with other people	√	
Respect for confidentiality	√	
Honest and trustworthy	√	
Good timekeeping	√	
Open minded and reflective	√	