

CHANCERY EDUCATION TRUST

Job Description & Person Specification

Chancery Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Title:	Nursery Teaching Assistant Level 3
Line Management:	Executive Headteacher/Headteacher/Head of School/Principal

Key Functional relationships
<ul style="list-style-type: none">• CEO• Executive Headteacher/Headteacher/Head of School/Principal and Strategic Leadership and Management Team• All Teaching and Support Staff• Students and Parents• Local Governing Board• Consultants and Advisors• External Bodies

Generic Responsibilities
<ul style="list-style-type: none">• To commit to the Trust aims for safeguarding and promoting the welfare of children and young people• To work with the leadership team and all staff to establish a thriving, high achieving learning community• To work collaboratively in order to renew, develop and share the vision for the Academy/School and the Learning Community• To be committed to continuous professional development relevant to the post including national development, personal training needs and supporting future career development• To exhibit professional attitudes and encourage professional attitudes amongst all staff• To contribute, at the appropriate level, to the development, monitoring, evaluation and review of the Academy/School's work• To attend relevant meetings and to attend committees or working parties at whole Academy/School level, when required• To encourage and foster active and constructive links with parents and members of the wider community• To develop and maintain effective and positive working relationships with all partners and community organisations• To promote and support the extra-curricular provision• To commit to race and gender equality and opportunities for all• To be aware of, adhere to and promote policies, procedures and codes of conduct ensuring you adhere to updates and amendments• The willingness and ability to be deployed in any Academy/School within the Trust as the need arises• To undertake any other duties commensurate with the post, as directed• To uphold standards in public life

Nursery Teaching Assistant Level 3
G.S.S. JD/PS Updated January 2025

Chancery Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Shared Responsibilities

The role of the Nursery Teaching Assistant is:

- To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes or enable access to learning with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the Nursery Lead in the whole planning cycle and the management/preparation of resources
- To lead and maintain positive, safe, enjoyable provision for nursery children in line with the EYFS curriculum
- To contribute to the whole nursery ethos, environment and organisation both practically and as a positive role model for pupils and colleagues

Specific Responsibilities

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified

Support for Pupils

- To support pupils' development and promote independence in a safe and secure, environment employing strategies to recognise and reward achievement of self-reliance
- To support the learning of individuals and groups of pupils as identified in the weekly curriculum planning and to act as a role model, setting high expectations
- To focus on individual pupils to ensure their needs are being met
- To work with other staff to develop and implement provision maps for pupils
- To encourage pupils to interact and work co-operatively with others
- To observe, record and support the development and progress of pupils to identify individual needs and difficulties and to feed back to pupils in relation to their progress and achievement
- To promote the inclusion and acceptance of all pupils within the classroom
- To participate in children's learning and extend and stimulate language through conversation
- To support pupils with any intimate care needs/toileting support

Support for Nursery Lead

- To plan with the Nursery Lead the daily/weekly programme of lessons, activities and events in order to support pupils and adjust lessons/work plans as appropriate
- To cover short term absence for the Nursery Lead e.g. PPA release time, meeting times
- To liaise with other professionals to ensure an appropriate learning environment
- To set out, prepare, use and tidy equipment
- To promote home nursery partnerships
- To listen, support and discuss issues sensitively with parents and carers under the Nursery Lead's supervision and to participate in feedback sessions/meetings with parents
- To monitor and evaluate pupil's responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives

- To provide objective and accurate feedback and reports as required to the Nursery Lead on pupil achievement progress and other matters ensuring the availability of appropriate evidence
- To be responsible for keeping and updating records as agreed with the Nursery Lead, contributing to reviews of systems/records as required
- In class to undertake marking of pupils work as agreed with the Nursery Lead and accurately record achievement/progress
- To work with an established behaviour policy to anticipate and manage behaviour constructively, promoting self-control and independence

Support for the Curriculum

- To prepare, plan and manage specific activities/teaching programmes, adjusting activities according to pupils' responses/needs
- To set out and prepare equipment indoors and outdoors
- To support the use of ICT in learning activities and develop pupils' competence and independence in its use
- To help pupils access learning activities through specialist support
- To determine the need for, prepare and maintain general and specialist equipment and resources

Support for the Nursery

- To promote the policies and ethos of the nursery, e.g. personal and social and to promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with an established behaviour policy and encouraging pupils to take responsibility for their own behaviour
- To display pupil's work to reflect their achievement
- To supervise pupils on outings and visits as required
- To attend staff meetings as required
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security and to refer all concerns to the Headteacher/Principal and Senior Leaders, receiving training where necessary
- To treat all information relating to a pupil as strictly confidential, and to be aware of and comply with nursery policy and practice, receiving training where necessary
- To be a proactive member of the nursery and class team
- To participate positively and professionally in effective relationships with team members
- To establish constructive relationships and communicate with other agencies/professionals in liaison with the Nursery Lead, to support achievement and progress of pupils
- To provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To attend relevant courses and learning activities in order to update knowledge as required
- To take opportunities to develop own areas of interest and expertise and to use these to advise and support others or to organise specific projects

Notes

The above responsibilities are subject to:

- This Job description can be amended at any time after consultation between the post holder and the Executive Headteacher/Headteacher/Head of School/Principal
- It is likely that the responsibilities above could change as the strategic leadership and management team develops

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors, telephone callers and email communications.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

CHANCERY EDUCATION TRUST

Job Description & Person Specification

Chancery Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

Key Areas of Nursery Teaching Assistant Level 3	Essential Attributes	Desirable Attributes
Qualifications	<ul style="list-style-type: none"> Be an excellent Nursery Teaching Assistant with very high expectations of what can be achieved Have relevant Nursery Teaching Assistant qualifications/experience – a minimum of NVQ level 3 in childcare/education qualification Demonstrable levels of numeracy & literacy equivalent to GCSE (A-C) A minimum of two years’ experience of working with children (either paid or unpaid capacity) preferably in an education setting 	
Key Competencies	<ul style="list-style-type: none"> Able to form and maintain appropriate professional relationships and boundaries with children and young people Ability and willingness to work constructively as part of a team Ability to supervise pupils effectively both in and out of nursery in line with the Trust’s behaviour policy Ability to organise the classroom activities e.g. preparing and setting out resources and implementing strategies for T&L Ability to deal with sensitive information in a confidential manner Ability to help children and young people to transfer their learning to other parts of their lives Ability to provide a good role model to young pupils and adults Ability to work in partnership with parents and teachers Ability to use own initiative and work flexibly 	

Nursery Teaching Assistant Level 3
G.S.S. JD/PS Updated January 2025

Chancery Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Skills & Experience	<ul style="list-style-type: none"> • Effective oral and written communication skills • Excellent interpersonal skills both in working relationship with young pupils and in forming effective professional relationships with a wide range of contacts • Good organisational and time management skills • Sound IT skills to support learning and maintain electronic information systems 	
Personal qualities	<ul style="list-style-type: none"> • High levels of drive and energy • High levels of interpersonal skills • Ability to work to tight deadlines • Good organisation and time management and able to manage priorities and meet deadlines whilst remaining methodical and giving attention to detail • Ability to support, motivate and inspire others • Sense of humour, positive outlook • Ability to impose calm • Ability to work as part of a team • Willingness to attend training sessions • Empathy with young people facing barriers to their learning • A commitment to helping young pupils achieve, through education and learning • An understanding of and a genuine commitment to Equal Opportunities 	
Professional knowledge and understanding	<ul style="list-style-type: none"> • Understanding of behaviour management strategies • Understanding of First Aid procedures • Ability to work collaboratively with nursery networks, outside agencies and other professionals • Understand how children learn best • Have high principles and expectations of achievement in behaviour • Have experience and understanding of the EYFS curriculum 	Knowledge & understanding of Phase 1 Phonics