

Job description: Nursery Wraparound Care Teaching Assistant (TA)

Job details

Job title: Nursery Wraparound Teaching Assistant (TA Level 3)

Salary: Scale 4 points 7 to 10

Hours: 2.30pm-6.00pm, 17.5 hours per week, 39 weeks per year

Contract type: part-time fixed-term

Reporting to: Extended Schools Manager

Main purpose

To work under the direct instruction of the Extended Schools Manager, to supervise an After School childcare hub for Nursery children, to provide the delivery of creative learning opportunities in a safe and caring environment. The role will include the preparation for activities and full care of the children from 3.30pm until the end of the session.

Duties and responsibilities

Teaching and learning

- Ensure that the programme of activities for the Nursery After-School hub runs smoothly and that staff are undertaking tasks at the appropriate times
- Liaison with the Extended Schools Manager to ensure the efficient running of the hub
- Providing safe, creative, appropriate play opportunities, preparing activities and running activities for each session
- Providing full care for the children including collecting children from school and delivering them safely to their parents or carers. This may include the preparation and providing of refreshments
- Overseeing the day-to-day administration including record keeping
- Administering first aid as appropriate
- Oversight for encouraging parental involvement and support
- Carrying out all responsibilities and activities within an equal opportunities framework
- Working within agreed policies
- Promote, support and facilitate inclusion by encouraging participation of all pupils in activities
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Undertake any other relevant duties given by the Extended Schools Manager

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- Look after children who are upset or have had accidents

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Other areas of responsibility

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school
- Report any safeguarding concerns following school protocol

The Nursery Wraparound TA will be required to follow school policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the TA will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or line manager.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none">• GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths• First-aid training, or willingness to complete it• NVQ Level 3 for Teaching Assistants or equivalent qualification or experience in relevant discipline
Experience	<ul style="list-style-type: none">• Experience working in a school environment or other educational setting• Experience of working with children/young people, particularly in early years• Experience planning and delivering learning activities• Experience of planning and leading teaching and learning activities (under supervision)

Skills and knowledge	<ul style="list-style-type: none"> • Good literacy and numeracy skills • Good organisational skills • Ability to build effective working relationships with pupils and adults • Skills and expertise in understanding the needs of all pupils • Knowledge of how to help adapt and deliver support to meet individual needs • Primary curriculum knowledge relevant to the role • Excellent verbal communication skills • Active listening skills • The ability to remain calm in stressful situations • Knowledge of guidance and requirements around safeguarding children • Good ICT skills, particularly using ICT to support learning • Understanding of roles and responsibilities within the Nursery After School hub and whole school context
Personal qualities	<ul style="list-style-type: none"> • Enjoyment of working with children • Sensitivity and understanding, to help build good relationships with pupils • A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school • Commitment to maintaining confidentiality at all times • Commitment to safeguarding pupil's wellbeing and equality • Resilient, positive, forward looking and enthusiastic about making a difference • Capacity to inspire, motivate and challenge children and young people

Notes:

This job description may be amended at any time in consultation with the postholder.