

Job Description

Job Title:	Nursery Teaching Assistant
Grade:	Band 1 Step 2
Responsible to:	Headteacher, Designated Nursery Leader, SENCO, Class Teacher

Purpose of Job

To work as part of the nursery team in order to:

- Provide a high standard of physical, emotional, social and intellectual care for children within the setting
- Provide a broad, balanced, relevant and differentiated curriculum that meets the intellectual, social, moral, spiritual and physical needs of each child in the nursery implementing the nursery's ethos and agreed policies
- Build and maintain strong 'parent as partner' relationships to enable the child to develop and flourish

Main Responsibilities

TASKS

SUPPORT FOR PUPILS, TEACHERS AND THE CURRICULUM

- Work in partnership with teachers/managers and other professional agencies to support children's learning through play and planned learning activities
- Support children's learning in the indoor & outdoor environment
- Support the development of linguistic skills in pupils from a wide range of linguistic backgrounds
- Foster the children's language development through meaningful and relevant activities that engage them, using questions and talk to develop children's ability to think and express their ideas
- Implement and contribute to planned learning and play activities/teaching programmes as agreed with the teacher/manager, adjusting activities according to pupils' responses as appropriate
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher/manager and in line with health and safety requirements
- Under the guidance of a teacher/manager monitor, assess and record pupil progress/activities
- Contribute to pupils plans and reports
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes
- Support pupils in their social development and their emotional well-being, reporting problems to the teacher/manager as appropriate
- Support pupils with SEND needs as appropriate
- Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence. This may involve lifting, assisting in toileting and changing pupils
- Maintaining a clean, safe and tidy learning environment
- Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate and in line with Academy policies and procedures

- Promote the inclusion and acceptance of all pupils
- Be committed to promoting and safeguarding the welfare of children
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Provide clerical/admin support e.g. photocopying, typing, filing, collecting money etc.

SUPPORT FOR THE ACADEMY

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and data protection, reporting all concerns to an appropriate person
- Be aware of confidential issues linked to home/pupil/teacher/school/work and to keep confidences as appropriate
- Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times
- Maintain good relationships with colleagues and work together as a team
- Contribute to the overall ethos/work/aims of the Academy
- Appreciate and support the role of other professionals
- Attend relevant meetings as required (ADD)
- Participate in training and other learning activities and performance development as required
- Accompany teaching staff and pupils on visits, trips and out of school activities as required
- Have an awareness of and work within Academy policies and procedures
- Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Headteacher.

SAFEGUARDING

- To be alert to issues of safeguarding children and child protection, ensuring that the welfare and safety of children attending the Academy is promoted and safeguarded and to report any child safety/protection concerns to the Designated Person/SLT immediately using current safeguarding policies, procedures, and practice.

EQUAL OPPORTUNITIES STATEMENT

- To ensure equality of opportunity for all, and to oppose strongly any form of discrimination.
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory