

THE WANDSWORTH FEDERATION OF MAINTAINED NURSERY SCHOOLS  
BALHAM NURSERY SCHOOL

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JOB DESCRIPTION

Teaching/Learning  
Support Assistant

**Responsible to:** Executive Headteacher

**Accountable to:** Deputy Headteacher

**Purpose of the Job**

Responsible, under the instruction or guidance of the Lead Teacher/Team Leader or other appropriate staff, to undertake work, care or support for children, working as part of a whole school team.

**JOB DESCRIPTION**

1. Working as part of a team (of teachers, nursery nurses and other support workers) with children in the garden and in the classroom.
  - (a) Setting up and tidying away provision and assisting with activities.
  - (b) Working with individual children and groups of children especially to support a range of SEND.
  - (c) Giving time for nursery nurses/Higher Level Teaching Assistants to deliver their specialisms, often with small groups of children and occasionally on a one to one basis, to have non contact time.
  - (d) Dealing with spillages, simple first aid, changing children.
2. Administrative and technical support to relieve teaching workloads e.g. label making, laminating and computer support.
3. Photocopying, assisting with displays and generally helping to maintain the nursery as an attractive and stimulating environment.
4. Supervising and working with the children specifically to enable them to learn routines eg. toileting, washing hands, laying own place settings etc.
5. Serving and sharing lunch with the children enabling them to enjoy a relaxed mealtime at which they are encouraged to try new foods and learn appropriate skills.
6. Moving furniture and cleaning floor, chairs etc. in preparation for the afternoon session.

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### SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to safeguarding and child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all children have equal access to opportunities to learn and develop
- Contribute to the overall ethos, work and aims of the school
- Appreciate and support the role of other professionals
- Participate in training and other learning activities and performance development as required
- Undertake any tasks that fall within the scope of the grade and which may reasonable be required from time to time.

### SAFEGUARDING

- To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004, Keeping Children Safe in Education 2016 and Working Together to Safeguard Children 2015 (as updated) in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.
- To be fully aware of and follow Balham's Safeguarding and Child Protection Policy-reporting anything that causes concern to colleagues, or a Designated Child Protection Lead as soon as possible
- To be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role.
- To understand that when working at Balham the safeguarding of children you care for is your responsibility.
- To maintain confidentiality, keeping professional boundaries about safeguarding concerns, incidents or sensitive information that you may hear about at work and not discussing these out of the School.

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**Person Specification**

Teaching/Learning Support Assistant
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	Essential	Desirable
<b>Education, Training &amp; Qualification</b>		
Good numeracy/literacy skills	<b>x</b>	
<b>Previous Experience</b>		
Working with or caring for children aged under 5	<b>x</b>	
Working 1 to 1 with a child with or without SEND	<b>x</b>	
<b>Skills &amp; Competencies</b>		
Ability to communicate with and build warm relationships with young children	<b>x</b>	
Ability to record and chart young children's progress	<b>x</b>	
Effective use of ICT to support learning	<b>x</b>	
Use of other equipment/technology – camera, photocopier	<b>x</b>	
Knowledge of relevant policies/codes of practice and awareness of legislation relevant to young children, e.g. safeguarding and child protection.	<b>x</b>	
General understanding of the Early Years Foundation Stage	<b>x</b>	
Basic understanding of child development and learning through play	<b>x</b>	
Ability to self-evaluate learning needs and actively seek learning opportunities		<b>x</b>
Ability to relate well to children and adults	<b>x</b>	
<b>Personal Attributes</b>		
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	<b>x</b>	
Effective implementation of the school's equal opportunities policy in all areas of work	<b>x</b>	