Job Description

Details of Post

- Title : Nursery Assistant (Level 2)
- School/Federation: Pathway Primary Federation - Whittington
- Reporting to: Nursery Leader
- Main Workplace: Whittington
- Post Number:
- Grade and SCP: Grade 5 (SCP 7)

The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.

All support staff posts are subject to the Asylum and Immigration requirements.

Purpose of Post

Working under the guidance of the Nursery Leader, to work as part of the nursery team to provide safe, high quality education and care for young children.

Principal Duties and Responsibilities

1. Support for Pupils

- Act as a keyworker to a small group of children, liaising closely with parents/carers to ensure individual needs are met, and to be responsible for observations and record keeping relating to the progress and development of key children.
- Encourage parental involvement and support through the development of effective working relationships.
- Ensure that activities are carried out in a safe and responsible manner in accordance with statutory responsibilities, and to advise the nursery leader of any concerns over children, equipment etc.
- Ensure that the nursery offers the highest standards of physical and emotional care, health and safety, and personal and food hygiene at all times.
- Work creatively with children within the early year's framework, as instructed by the Nursery Leader.
- Daily interaction with children, providing a range of stimulating activities to promote all areas of learning, both inside and outside the classroom.
- Change nappies and attend to toileting duties as required.

2. Support for Nursery Leader

- Assist with the planning of the curriculum by providing safe, creative and appropriate educational opportunities for all children within an inclusive environment, preparing activities, organising programmes and arranging equipment.
- Use strategies in liaison with the Nursery Leader to support children to achieve learning goals.

- Provide general administrative support e.g. produce worksheets for agreed activities.

3. Support for the School

- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Implement planned supervision of children out of school hours as required.
- Accompany staff and children, as appropriate, on visits, trips, and out of school activities, and take responsibility for a group under the supervision of a teacher.

4. Other Responsibilities

- Be aware of and comply with policies and procedures relating to 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 that children have equal access to opportunities to learn and develop.
- Contribute to the overall ethos / work / aims of the school.
- Maintain constructive relationships and communicate with other agencies / professionals, in liaison with the nursery leader, to support the achievement and progress of the pupils.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

5. Safeguarding

- Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Safeguarding JD for school staff.

6. Data Protection and other statutory responsibilities

- Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Data Protection JD for school staff.

7. Other Duties

- Any other duties that the Headteacher, EHT/ CEO/ Governing Body/ Trustees feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

8. Review and Signatures

- This job description is subject to review by the Headteacher/EHT/ CEO/ Governing Body/ Trustees in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Job Description and Personal Specification agreed by:

Post holder: ……

Signed: …… Date: ……

Name of line manager: ……..

Signed: …… Date: ……