

Job Description Nursery Assistant

Job Title	Nursery Assistant
Grade	Scale 3 Point 4-5
Reports to	Early Years Leader
Responsible for	N/A
Liaison with	Early Years Leader
Job Purpose	To work in partnership with class teachers to support social, emotional, educational and welfare needs of nursery/early years' children in line with early years' goals, codes of practice and school policies and procedures.
Principal Accountabilities	<ul style="list-style-type: none"> • Provide a stimulating, educational and safe environment for children in which they can develop to their full potential • Supervise pupils in their activities, at play and at mealtimes • Establish positive relationships with pupils and their parents/carers
Duties	<ul style="list-style-type: none"> • Promote positive pupil behaviour in line with school policies and help keep pupils on task • Interact with, and support pupils, according to individual needs and skills • Provide support to pupils with particular learning, behavioural, communication, social, sensory or physical difficulties, have knowledge and make use of appropriate equipment/resources. • Promote the inclusion and acceptance of children with special needs ensuring access to activities through appropriate clarification, explanation and resources • To assist in planning and evaluation of activities with the Early Years Leader, providing feedback to the Early Years Leader on pupil progress and behaviour • Monitor and record pupil activities, progress and development • Assist with assessments and IEPs • To support learning and development by arranging/providing resources for lessons/activities under the direction of the Early Years Leader • Attend parent's evenings/meetings and provide information to parents, under the direction of the Early Years Leader, regarding their child(ren) • Be involved in interviews/induction for new children • Assist pupils with snack/meal times, including preparation of food, assisting with eating and clearing up as appropriate

	<ul style="list-style-type: none"> • To attend to pupils' personal needs including help with social, personal hygiene, welfare and health matters, including minor first aid • Escort pupils to their parents/carers at end of session • To assist with the preparation, maintenance and control of stocks of materials and resources • Liaise with other staff and provide information about pupils as appropriate • To assist with the display and presentation of pupils' work • To assist with escorting pupils on educational visits • To assist the Early Years Leader with training of student NNEBs
General	<ul style="list-style-type: none"> • Attend relevant training and take responsibility for own development • Attend relevant school meetings as required • To respect confidentiality at all times • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Trust Board of Directors are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.