



Job Description

Job Title	Nursery Assistant
Grade	Band 2 (max)
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 Trust 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 Trust 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• 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



	<ul style="list-style-type: none">• 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.