

# Lee Chapel Primary School & Nursery

## JOB DESCRIPTION

**Title of Post:** Nursery Assistant

**Responsible to:** Room Leader

**Responsible for:** Nursery Children

**Salary Scale:** To be agreed

**Hours of duty:** 30 hours

**Purpose of Job:**

- To work as a keyworker and as part of the nursery team under the direction of the Room Leader to provide safe, high quality education and care for young children.

**Main Duties and Responsibilities**

- ✓ To help to set up the classroom for the daily programme and to help tidy away at the end of the session.
- ✓ To act as a keyworker to a small group of children, liaising closely with parents/carers and ensuring each child's needs are recognised and met.
- ✓ To advise the Room Leader of any concerns e.g. over children, parents or the safety of equipment, preserving confidentiality as necessary.
- ✓ To teach children, offering an appropriate level of support and stimulation.
- ✓ To attend staff meetings.
- ✓ To attend in-service training courses and meetings as requires.
- ✓ To keep completely confidential any information regarding the children, their families or other staff which is acquired as part of the job.
- ✓ To undertake any other reasonable duties as directed by the Room Leader, in accordance with the nursery's business plan/objectives.

**Within the School**

- ✓ Contribute to and support the overall ethos/work/aims of the school.
- ✓ Comply with all school policies and procedures, particularly those relating to child protection, equal opportunities, racial equality, health, safety and security, confidentiality, behaviour and data protection, reporting concerns to the Headteacher.
- ✓ Be aware of and support pupil differences, promoting the inclusion and acceptance of all children to ensure that all pupils have equal access to all school opportunities to learn and develop.
- ✓ Communicate and co-operate with other agencies to support the educational, development/general progress and well being of individual pupils and to participate in meetings arranged for any purposes described above, as requested.
- ✓ Attend all relevant training and take responsibility for own development.
- ✓ Attend all relevant school meetings as requested by the Headteacher.
- ✓ Carry out any other duties reasonably requested by the Headteacher.

Signed: ..... Headteacher  
Mrs Susan Jackson

Signed: ..... Nursery Assistant

N.B. Where changes to Nursery Assistant hours are made, for example when an SEN pupil leaves, the school will endeavour to inform the affected staff as soon as possible. Lee Chapel also undertakes to, where possible, offer alternative hours. As and when additional hours become available these will be first offered to the staff who have lost hours.