

# Chapel Hill Primary School & Nursery

## JOB DESCRIPTION

<b>Title of Post:</b>	Nursery Assistant & Extended Provision Lead
<b>Responsible to:</b>	Headteacher
<b>Responsible for:</b>	Children attending Tea time Club aged 3 months - 10 years old
<b>Salary Scale:</b>	Scale 3 Point 6
<b>Hours of duty:</b>	33 hours and 20 minutes per week (11.30am to 6.30pm with a 20-minute unpaid break, Monday to Friday) <u>OR</u> 29 hours (8.30am to 6.30pm with a 20-minute unpaid break, Tuesday, Wednesday and Thursday) Term-time only, plus a small number of additional weeks during busy holiday periods

### Purpose of Job (Nursery Assistant):

- 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.

### Purpose of Job (Extended Provision Lead):

- To lead the extended provision team and to provide safe, high-quality after-school care for children aged 3 months to 10 years old.

### Main Duties and Responsibilities

- ✓ Be responsible for the day-to-day running of the extended provision, including assisting with setting up and clearing up.
- ✓ To ensure that the needs of all children within the provision are met and that their safety is adhered to at all times.
- ✓ To ensure that all records are kept up to date including the use of the Family app and accident book.
- ✓ Supervise the children throughout the session ensuring that ratios are adhered to at all times.
- ✓ To ensure the extended provision offers a high-quality, inclusive environment which meets the needs of all children, regardless of social, culture, religion or beliefs.
- ✓ Support all children by promoting positive strategies for unacceptable behaviour, in line with the school's Behaviour policy, working alongside the teachers, SENCO and Headteacher when needed.
- ✓ Where appropriate, to support personal care needs.
- ✓ Support children with homework.
- ✓ Plan and set-up activities for children to optionally take part in.
- ✓ Ensure the children are able to use the equipment and materials provided.
- ✓ Prepare snacks and drinks, as required
- ✓ Support the children in developing social skills.

- ✓ Engage with children in all aspects of play and conversation.
- ✓ Establish supportive relationships with children attending the setting.
- ✓ Be an effective role-model for children and practitioners at all times.
- ✓ Meet and greet parents and provide them with feedback on their child's time at the club.
- ✓ Keep confidential any information regarding the children, their families or other staff which is acquired as part of the job.

#### **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.
- ✓ 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.