

## **Job Description – Nursery Assistant**

*The Queens' Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*

**Post Title:** Nursery Assistant

**Responsible to:** Executive Headteacher / Nursery Teacher or Room Leader

**Job Purpose:** To work with the teacher / room leader within the school and to assist with the implementation of the aims and policies of the school. To contribute to raising standards of achievement for all pupils.

### **The key duties of the Nursery Assistant will include:**

- Working under the direction of the class teacher / room leader to plan and provide the best possible care and education for children in the Nursery taking into consideration best practice and EYFS curriculum guidance.
- Assisting the teacher / room leader in creating and maintaining a rich learning environment for children in the Nursery classes.
- Being an effective key worker to those children assigned to you. Taking a proactive role in their development and ensuring they have a positive nursery experience.
- Encouraging the development of communication and language for all children.
- Assisting and supporting children with special educational needs.
- Encouraging and promoting inclusion in the classroom, ensuring all pupils feel involved with tasks and activities.
- Contributing to the management of pupil behaviour, including anticipating and taking action to prevent potential problems arising.
- Under the direction of the teacher / room leader, liaising with other agencies regarding children in the Nursery e.g. speech therapist, doctor, health visitors, educational psychologist, dentist.
- Assisting the teacher / room leader in establishing good relationships with parents, offering advice and help and developing an understanding of their varying needs and cultural backgrounds.
- Attending sessions for new parents and making home visits.

### **Assessment Planning and Preparation**

- Assisting with planning children's work – daily and long term.
- Monitoring and contributing to the recording of individual children's progress.
- Tracking progress and providing feedback to assist in developing SPSP's for children with special needs, if appropriate.

- Involvement as part of a team at meetings which concern children's progress in school.
- Assisting in displaying children's work to its best advantage.
- Assisting in preparing, setting out and tidying away resources, indoors and outdoors.
- Creating resources for use in the class and assisting the teacher / room leader with their use.
- Ensuring that the equipment, such as books, dolls clothes, dressing up clothes etc. are maintained in good order – undertaking simple routine repairs as necessary.

### **Welfare of Children**

- Reading all relevant child protection paperwork and following the necessary guidance.
- Using our blue book system or log of concern, report all relevant information about a child relating to their social development and welfare.
- Assisting children with feeding, toileting, changing clothes and cleaning up as necessary.
- Undertaking basic first aid for children.

### **Professional Development**

- Being aware of school policies and procedures.
- Attending support staff meetings and phase meetings, when necessary.
- Attending relevant in-service training.

Such duties as are consistent with the overall level, nature and grading of the post.