



L2 Nursery Assistant – Job Description

Our schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Post Title: Level 2 Nursery Assistant

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

Purpose of Job

To provide high-quality care and education for children within the nursery, ensuring their welfare, learning, and development are promoted at all times.

Main Duties and Responsibilities

Educational Support

- Provide a safe, secure, and welcoming environment for all children.
- Develop an understanding of the needs of the pupils involved.
- Support children's physical, emotional, social, and intellectual development.
- Deliver activities in accordance with the Early Years Foundation Stage (EYFS).
- Help to promote and reinforce pupils' confidence, self-esteem and independence.

Welfare Duties

- Assist with the children's physical needs and support with appropriate training to develop independence.

Observation and Assessment

- Observe, monitor, and record children's development.
- Maintain accurate records and contribute to learning journeys.
- Identify and support children's individual learning needs.
- Attend regular meetings with the class teacher and other professionals to discuss and provide information on the children's progress.
- Assist in the development, implementation and review of SEND support plans.
- Prepare teaching resources and materials.
- Assist with other class activities e.g. displays.

Safeguarding

- Adhere to safeguarding and child protection policies.
- Promote children's health, safety, and wellbeing at all times.
- Report any concerns to the designated safeguarding lead.



Partnership with Parents

- Build positive relationships with parents and carers.
- Share information regarding children's development and achievements.
- Support effective communication between Nursery and families.

Health and Safety

- Follow all health and safety procedures.
- Maintain cleanliness and hygiene standards.
- Assist with mealtimes, toileting and daily routines.

Professional Development

- Be aware of school policies and procedures
 - Attend support staff meetings
 - Attend relevant in-service training
 - Work collaboratively with colleagues
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- Such other duties as are consistent with the overall level, nature and grading of the post.