

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.
- 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.