

**River Beach Primary School
Nursery Assistant
Job Description**

Title of Post:	Nursery Assistant
Grade:	NJC Grade 3
Hours:	15 hours per week
Pro-Rata:	Term Time Only (38 weeks) + 2 Inset days
Responsible to:	Nursery Teacher, Leadership Team, Headteacher & Schoolsworks Academy Trust

This job description and allocation of particular responsibilities may be reviewed following consultation. Such a review will take place as part of the performance management cycle and at any other time on request

MAIN PURPOSE OF THE JOB:

To work as part of a team under the direction and guidance of the Headteacher and Nursery Teacher to contribute to a high standard of physical, emotional, social and intellectual care for children in the nursery class at River Beach Primary School.

Main Functions:

- To contribute to a programme of activities suitable to the age range of children in the nursery in conjunction with other staff
- To be prepared to take groups of children to carry out agreed tasks without the direct supervision of the Nursery Teacher
- To assist the teacher with observation and monitoring of the progress of the children, both educationally and socially
- To keep daily notes about the pupils' work and to give feedback to the Nursery teacher on progress
- Work alongside key workers of special needs children to give full integration in the nursery
- Support all staff and engage in a good staff team
- Liaise with and support parents and other family members
- To be flexible within the working practices of nursery. Be prepared to help where needed, including undertaking certain domestic jobs within the nursery, e.g. preparation of snack meals, cleaning of equipment, etc.
- To supervise nursery pupils during the lunch time period, providing them with a positive and calm lunchtime experience
- Proactively promote healthy eating among the children using positive encouragement to enable children to be confident in trying new food

- To know and consistently apply the school's classroom management and behaviour policies, sharing any problems with the Nursery teacher
- To promote positive behaviour patterns, raise self-esteem, and improve independent working in children to promote their learning
- To be familiar with common software used in school
- To make materials for teachers or pupils use, as directed by the Nursery teacher and assist where necessary with the preparation of materials to endure effective and efficient teaching
- Work alongside the Nursery teacher and staff team to ensure that the philosophy and ethos of the school is fulfilled
- Look upon the nursery as a 'whole', be constantly aware of the needs of the children
- Ensure each child is collected by someone known to the nursery

Specific child care tasks:

- The preparation and completion of activities to suit the child's stage of development
- To ensure that mealtimes are a time of pleasant social sharing
- Washing and changing children as required
- Providing comfort and warmth to a poorly child
- To ensure the provision of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds and stages of development
- To abide by all Health and Safety guidelines and directions. To report any health and safety issues to the Premises Officer or Headteacher in his absence
- To ensure the very highest standards of teaching and learning are maintained at River Beach Primary School
- To treat all information about the school as confidential

Other Information:

- The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with this post and, in addition, as a term of this employment the post holder may be required to undertake various other duties as may reasonably be required without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.
- The post holder must carry out their duties in accordance with Schoolsworks Academy Trust's policies, requirements and standards.
- Current British and European Law states that a person cannot be employed in this post if they do not have permission to live and work in the UK. Post holders will be required to

provide evidence of their right to work in the UK. For further guidance and information please contact the Headteacher.

- Schoolsworks Academy Trust is committed to safeguarding and promoting the health, welfare and wellbeing of the children in its care. The post holder will be responsible for promoting and safeguarding the welfare of pupils at the school in line with the School and Children's Services priorities. This post is subject to an enhanced Disclosure and Barring Service Check
- The post holder will take all reasonable care to promote a healthy working environment and safe working practices in accordance with the Trust's Health & Safety policy. As an employee the post holder is required, under section 2 of the Health and Safety at Work Act 1974, to take all reasonable care for their own health and safety and that of others who may be affected by their acts or omissions at work.
- The post holder will demonstrate a commitment to and understanding of equal opportunities and inclusion. All staff are expected to set an example of non-discriminatory behaviour and work practices to ensure, as far as reasonably practicable, the successful implementation of the Trust's Equal Opportunities Policy
- The post holder will uphold and support a positive reputation and image of Schoolsworks Academy trust and the school to sustain and improve to its stakeholders and the wider community
- Under the provision of the Data Protection Act, it is the responsibility of each member of staff to ensure that all computerised personal information relating to pupils and other members of staff which s/he has access in the course of employment is regarded as strictly confidential. Failure to adhere to this instruction will be regarded as serious misconduct and lead to disciplinary action
- The post holder will be committed to attend regular meetings and staff training and participate actively and effectively in their own development through supervision and performance management processes.

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