Nursery Assistant

Role Profile

Salary Range: Grade 5

Accountable to: Nursery Lead

Place of Work: Wordsworth Primary and Nursery School

Hours: 32.5 hours or part-time hours will be considered

Role Remit:

At Hamwic Education Trust (HET), our Nursery Assistant's, under the direction of the Nursery Lead / Class Teacher are responsible for;

- Assisting the Nursery Lead/Class Teacher to manage the learning and play activities of children within the nursery on a day-to-day basis reporting to the Nursery Leader / Class Teacher as required.
- Working with individuals, small groups, or whole classes to promote academic, social, and emotional development in a safe and inclusive environment.

Main Responsibilities:

General

- To ensure the physical and emotional security of all children, bringing to the attention of the Nursery Lead / Class Teacher anything about a child which gives cause for concern.
- To participate in education development theme planning and implementation of individual pupils and pupils generally. To provide and supervise play experience for the children in line with school policy.
- To help maintain the safety, security, personal and emotional welfare of the children.
- To liaise on a regular basis with the Nursery Lead / Class Teacher to ensure each child's development records are accurately maintained and educational continuity is supported and maintained.
- To take part in child development reviews and assist in the formal assessment on enrolment and subsequent development of pupils.
- To assist in supervising meal times when required.
- To promote good standards of health, safety, welfare and cleanliness with staff and children.
- Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy

General School Duties

- To assist with general nursery duties, including but not limited to:
    a. Setting up classrooms, preparing resources and displays and tidying and clearing away.
    b. Supervision of children during playtimes, transitions and off-site activities.
    c. Supervision of children entering and leaving school premises.
    d. Liaise with parents, carers, and external agencies as needed.
- Attend staff meetings, INSET days, and contribute to school development

Other Duties

The postholder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

Work Environment

- This is primarily a classroom-based role. Postholders will work as members of school teams, working with teachers, teaching assistants and pupils to make a major impact on teaching and learning.
- The role holder may be required to exert moderate physical effort, for example periods of standing, crouching/bending to engage pupils in activities. There may be an occasional need to physically lift pupils for safety or care needs.
- There may be a requirement to attend to a child with soiled clothing due to sickness or toileting problems.
- The role holder will be expected to positively support children in managing their behaviour, using appropriate strategies to encourage engagement, self-regulation, and respectful interactions.

Safeguarding:

The post is subject to an enhanced DBS check and satisfactory references. The post holder is expected to demonstrate a strong commitment to safeguarding and promoting the welfare of children and young people, and to follow HET and the schools' safeguarding and child protection policies. They must ensure a safe working environment for pupils and staff alike and comply with HET health and safety policies.

Hamwic Education Trust is committed to promoting equality, diversity and inclusion and welcomes applications from all sections of the community.

Other Duties:

At an appropriate level, according to the job role, grade and training received, all employees in HET are expected to:

- Support the vision, ethos and strategic aims of HET and participate to the one team approach, All About the Child and What About Sam?
- Attend and contribute to staff meetings and training days as required and identify areas of personal practice and experience to develop.
- Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/academy and keep confidences appropriately.
- The post holder at all times, whether or not in the employ of our schools or HET and except where such information is in the public domain maintain the strictest secrecy with regard to the business affairs of our schools or HET and its customers/stakeholders, products and product lists.
- Be aware of health and safety issues and act in accordance with the Health and Safety Policy.
- To liaise with other staff, contractors and outside agencies/organisations as appropriate.

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar, and they have appropriate qualifications or received appropriate training to carry out these duties.

Manager Signature: .....

Employee Signature: .....

Date: .....

HET have identified the traits above that they feel every employee should have.



CRITERIA/STANDARD	Essential (E) / Desirable (D)	Measures: Application form (A), interview (I)
QUALIFICATIONS		
Early Years Care and Education, NVQ 3 or equivalent	***E***	***A***
First Aid qualification	***D***	***A/I***
EXPERIENCE		
Substantial experience of working in a nursery setting, sound understanding of children needs and child development is essential.	***E***	***A/I***
KNOWLEDGE & SKILLS		
Ability to observe, monitor and analyse learning and learning outcomes in a practical context.	***E***	***A/I***
Ability to create learning materials, displays and pupil resources that support classroom activities as well as other resources.	***E***	***A/I***
Understanding of nursery/school administration systems and procedures and proven administrative experience/ability.	***D***	***A/I***
Ability to communicate information and ideas effectively to a range of audiences, including pupils with specific learning and/or behavioural needs, through good written and oral communication skills.	***E***	***A/I***
Ability to maintain children's interest and motivation for learning.	***E***	***A/I***
Ability to use own judgement and initiative within established procedures	***E***	***A/I***
Awareness of needs/demands of pupils and how they act/react	***E***	***A/I***

Ability to work with, support, understand and empathise with pupils	***E***	***A/I***
Understanding/previous experience of Health and Safety management	***E***	***A/I***
Knowledge of HET's Child Safeguarding procedures	***E***	***A/I***
Commitment to equity, diversity, and inclusion	***E***	***A/I***
PERSONAL QUALITIES:		
• Empathy, resilience, and adaptability • Professional integrity and confidentiality • Commitment to continuous improvement • Positive and optimistic • Sense of accountability • Emotional resilience and the ability to remain calm and focused under pressure • Able to work in a professional manner as part of a team • Ability to work on own initiative and to organise/prioritise own workload and that of the team • Ability to concentrate on detailed work for long periods of time • Ability to deal with conflicting priorities and cope with considerable pressure • High level of emotional intelligence • A deep commitment to the vision, values and ethos of HET • Excellent communication skills • A strong team player with good interpersonal skills and the ability to work effectively as part of a growing organisation		