

Job Description

Job Title:	Nursery LSA
Reports To:	Head of Early Years / Head of School
Role Summary: <ul style="list-style-type: none"> To provide inclusive play and learning opportunities for all children attending the nursery and to maintain a safe, stimulating and enjoyable environment. 	
Main Duties: <ul style="list-style-type: none"> To meet children's social, emotional, physical and intellectual needs by providing stimulating and age-appropriate play and learning opportunities in the nursery, as directed by senior staff. To supervise the children where appropriate and to protect them from dangerous or harmful situations, as directed by senior staff. To provide a high level of care that will enhance the children's general health and well-being and to ensure that all toys and equipment are clean and safe at all times. Carry out observations (as required) in order to establish that the children's general health and well-being is being enhanced. To support and develop the provision of a variety of outdoor activities to cover all areas of the children's development as well as supervising outdoor play in all weathers. To act as a key person to a small group of children. To assist in the preparation of snacks, set up and clear away meal times and supervision of children during meal times. To liaise with parents/carers about their children's needs & to inform parents/carers how their child's session progressed, always starting the discussion with a positive comment. To be aware of any special needs a child may have and informing other staff as appropriate. To offer support and guidance to volunteers, students on placements and work experience in the room. To keep informative, accurate and up-to-date records, including any behavioural or developmental reports. To arrange and attend parents'/carers' meetings to allow two-way discussion on child's progress on a regular basis. To share progress of key person children and contribute to the planning of activities and delivery of curriculum. To contribute to and attend his/her supervisions and staff appraisal. To attend and contribute at regular staff/team meetings. To share any child protection concerns immediately with the Senior Nursery Worker or Nursery Manager. To liaise with other senior staff, where appropriate. To cover other rooms at short notice and be prepared to move rooms on a permanent basis when required. To attend any conferences, training events or meetings as identified by the Senior Nursery Worker, Deputy or Nursery Manager. To ensure adherence to nursery's code of practice on confidentiality. To keep up to date with current good practice. To adhere to and undertake the six criteria of Key Elements of Effective Practice. To perform any other duties as deemed necessary by the Senior Nursery Worker, Deputy or Nursery Manager. 	

Person Specification Form

Post Title	Nursery LSA
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Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • A minimum Level 6 qualification in early years education and childcare • a commitment to obtaining further qualifications as appropriate. 	
Experience	<ul style="list-style-type: none"> • Current working experience of the childcare and early education sector. 	<ul style="list-style-type: none"> • Experience or knowledge of the voluntary sector
Personal Qualities and Competencies	<ul style="list-style-type: none"> • A sound understanding of child development and children's needs. • The ability to carry out observations to a high standard and in accordance with the Early Years Foundation Stage. • Good oral and written communication skills. • An ability to engage with parents in respect of their child's development. • Good customer awareness. • Commitment to equal opportunities. • Commitment to young children and families. • Friendly, flexible approach. • Ability to work as a member of a team and on own initiative. • Conversant with current legislation relevant to the Early Years • A commitment to the Pre-school Learning Alliance's Nursery programme. 	