

## Role Profile: Nursery Assistant

### Purpose

Under the direction of the Head of Nursery School, provide a safe and caring environment for all Nursery pupils and ensure smooth running of wraparound club within the Nursery school.

### Key Accountabilities

#### Main Duties

To support individuals and groups to help them learn.

- To establish an effective and purposeful learning environment in partnership with the teachers and other colleagues
- To effectively support the delivery of the EYFS curriculum ensuring that the individual needs and interest of children in the setting are met
- To support teachers in assessing the needs of individual children.
- To observe, record and feedback information on pupil performance.

#### Other Key Aspects of the role

- To assist in creating materials for curriculum delivery and display boards
- To plan, lead and facilitate group activities
- To plan and lead one to one teaching and intervention
- To promote inclusion of all the pupils in the school, including those with physical, learning and behaviour difficulties
- To assist with behaviour management within and outside the classroom
- To work with the classroom teachers to implement Individual Education Plans and develop resources for pupils who have: English as a second language, speech or language impairments or behaviour that interferes with learning and relationships
- To assist pupils' social development, progress and achievement outside the classroom
- Administering first aid if required
- Undertaking other such specific duties that may from time to time be reasonably assigned by the Head of Nursery

#### Wider School Support

- To supervise pupils in the playground and dining hall when directed including serving breakfast and setting up eating area
- To maintain pupil and family confidentiality
- To attend regular meetings and training as required

## Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

## Person Specification

	Essential	Desirable
<b>Skills</b>	Excellent interpersonal skills including the ability to develop effective relationship with children, staff and parents.  To work flexibly and as part of a team	
<b>Qualifications</b>		First Aid Qualification
<b>Experience</b>	Previous experience of working with children in any setting.	Knowledge of Child protection issues and knowledge of health and safety and welfare issues within a childcare environment is essential
<b>Other</b>		

## Key Stakeholders:

**Internal** – Senior Leadership Team, Teaching Staff, Non-Teaching Staff and Pupils

**External** – Parents, and other external agencies as required

**Signed:** .....

**Name (print):** .....

**Date:** .....