**Role Profile: Nursery Nurse / EYFS Teaching Assistant**

**(maternity cover)**

**Purpose**

To work under the direction of the Head of Early Years to provide support for pupils through curriculum learning and pastoral care, as well as offering general support to the school and any designated teachers within the Early Years setting.

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**Key Accountabilities**

* Assisting in the educational and social development of pupils, under the direction and guidance of the Head of Early Years
* Working with individual pupils or small groups on individual/group targets, as set by the Head of Early Years
* Assisting in the implementation of any Individual Education Programmes for children, and helping to monitor their progress
* Providing support for individual children both inside and outside of the classroom, to enable them to fully participate in school activities
* Working with other professionals, such as speech therapists and occupational therapists, as necessary
* Assisting the Head of Early Years in maintaining appropriate pupil records
* Supporting children with emotional or behavioural problems, and helping to develop their social skills
* Supervising whole teaching groups as cover supervisors within the Early Years setting on occasions when work has been set by the Reception Class Teacher
* Assisting in preparing the classroom for lessons, tidying up and keeping the classroom in good order, both during and at the end of the lesson
* Working across the Early Years and Pre-Prep setting as required, in performing appropriate tasks relating to the skills and abilities of the member of staff (this could include curricular and extra-curricular and extra-curricular activities such as cooking, arts and crafts, etc.)
* Preparing and presenting displays of children’s work
* Preparing displays as requested by the Head of Early Years and relating to topics of study, class rules, etc.
* Supporting the Head of Early Years in photocopying and other tasks in order to support teaching
* Assisting with the preparation of materials for activities under the direction of the Head of Early Years
* Setting a good example in terms of dress, punctuality and attendance
* Attending team and staff meetings as required
* Being proactive in matters relating to Safeguarding and Health and Safety
* Undertaking professional duties that may be reasonably assigned by the Headmaster

**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**

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|  | **Essential** | **Desirable** |
| **Qualifications** | * Qualified Nursery Nurse to Level 3 (minimum) | * Courses of further study relevant to the post * Qualifications in additional areas of interest * Evidence of involvement in personal CPD |
| **Skills** | * Enthusiasm for and knowledge of working within an Early Years setting * Clear evidence of an ability to teach Kindergarten children * An ability to communicate effectively with parents, children and staff in a variety of ways * An ability to think originally and creatively, and to show initiative * An understanding of and a commitment to the ethos of the school as a community * Good ICT skills * An ability to cope with a busy working day and a varied programme of teaching * A sense of humour * Evidence of the ability to work as a member of a team * Excellent attendance record * High standards of professionalism * Warmth, sensitivity and understanding of pastoral care needs * Clear understanding and knowledge of current issues related to Early Years teaching * A concern for the reputation of the school * An ability to contribute to extra-curricular activities * A genuine liking of people, of all ages | * Experience of working within an Early Years setting * A clear understanding of how to engage with school data * Excellent administrative abilities |