



APPLICATION FOR THE POST OF
Nursery Assistant

Part Time (x2 Positions)

Job Description

Nursery Assistant (Part time)

This is a part-time, year-round position, Monday to Friday with half an hour lunch break, 25 hours per week on a shift basis as prepared by the Nursery Manager.

Responsible to: Nursery Manager

All support staff are responsible to the Vice Principal-Head of Prep School.

General Requirements

All staff are expected to:

- Be committed to safeguarding of children and young people at the College.
- Actively support the ethos of the College.
- Contribute to the daily running of the College and follow its policies and procedures.
- Share good practice with colleagues wherever possible.
- Take an active role in ensuring the realisation of the College Development Plan.
- Treat each student as an individual with courtesy and respect.
- Undertake any other duty deemed reasonable by the Principal.

Nursery Assistant:

We would like the successful candidate to be able to:

- Further develop the quality of teaching and learning across EYFS.
- To effectively organise learning, teaching and pastoral care in the Nursery and be willing to support learning across to Year 2 if required.
- Ensure the inspection results for EYFS and Infants remain excellent by being abreast and implementing ISI regulations and criteria.
- Evaluate pupils' attainment and their performance to identify priorities for improvement.
- Employ innovative teaching and learning strategies based on responsive planning that meet the needs of all abilities of pupils.

Specific roles:

- Adhering to the Policies & Procedures of St Joseph's College and compliance with the Children Act, Health and Safety legislation and within the guidelines of Ofsted/CSIW and the National Standards. Ensuring confidentiality is maintained in the Nursery.
- Working as part of a team.
- To carry out daily risk assessments in the Nursery.
- The care and supervision of the children with regard to their physical, emotional and intellectual needs.
- The planning and preparation of activities, to meet children's individual needs, liaising with parents and negotiating working targets ensuring effective communication within the nursery.

- Offering all children equal opportunities with regard to their religious persuasion, racial origins, gender, disabilities, cultural or linguistic background; in particular, challenging situations where racism or discrimination is displayed.
- Keeping of development records and observations.
- Positive management of children's behaviour.
- Preparation, care, cleanliness and maintenance of the playrooms and equipment.
- Providing a good role model for Nursery pupils.
- Supervision of meals and mealtimes.
- To continuously bring EYFS curriculum to life with groups of pupils
- To maintain observations of pupils to inform Responsive Planning & Learning Journals
- To cover lunch break of Nursery Manager / Reception Teacher / Primary staff
- To cover PPA time for Nursery manager to compile pupils' Learning Journeys
- Snack preparation
- First Aid

Other Responsibilities:

- Attendance of staff meetings as arranged by the appropriate staff.
- Participating in regular parents' evenings, publicity, open weekends and children's outings.
- Any other duties appropriate to the post as directed by the Reception Teacher, Nursery Manager and Head of Prep School.
- Keeping and monitoring accident, incident and risk assessment records.

This Job Description outlines the duties for the time being for this post to indicate the level of commitment and responsibilities expected. It is not a comprehensive or exhaustive list and duties may be varied from time to time, which does not change the general character of the job or the level of responsibility.

Person Specification

| Education and Qualifications | Essential | Desirable |
|--|------------------|------------------|
| EYFS Child Care Qualification Level 3 | ✓ | |
| Degree or relevant qualification | | ✓ |
| Commitment to personal/professional development. | ✓ | |
| Experience | Essential | Desirable |
| Experience of teaching at EYFS | ✓ | |
| Experience of teaching or lesson observation in EYFS | | ✓ |
| Ability and willingness to work with other year groups | | ✓ |
| Knowledge and Understanding | Essential | Desirable |
| Secure knowledge and a good understanding of the key skills, concepts in specialist subject. | ✓ | |
| Clear understanding of the EYFS curriculum and its assessment. | ✓ | |
| Employ a range of effective teaching, learning styles and assessment methods. | ✓ | |
| Teaching and Learning | Essential | Desirable |
| Ability to raise the achievement for all. | ✓ | |
| Committed to ensuring excellent standards of behaviour at all times. | ✓ | |
| Committed to the role of Key Person | ✓ | |
| Skills and Attributes | Essential | Desirable |
| Ability to establish good working relationships and effective teamwork. | ✓ | |
| Good communication skills | ✓ | |
| Excellent role model for staff and students. | ✓ | |
| Innovative approaches to curriculum delivery. | | ✓ |
| Ability to generate ideas and drive initiatives | | ✓ |
| Personal Qualities | Essential | Desirable |
| High expectations of students and colleagues. | ✓ | |
| Highly motivated and able to motivate and inspire staff and students. | ✓ | |
| Enthusiastic and committed. | ✓ | |
| A passion for learning and teaching. | ✓ | |
| A forward thinking approach. | ✓ | |
| Excellent interpersonal skills. | ✓ | |
| Ability to be reflective and self-critical. | ✓ | |
| Display calmness under pressure. | | ✓ |
| Potential for further promotion. | | ✓ |
| Charismatic – having a ‘presence’. | | ✓ |
| Willingness to take on other roles and responsibilities within the department. | | ✓ |
| Personal Qualities | Essential | Desirable |
| Enhanced DBS Disclosure is required. | ✓ | |
| Ability to understand and demonstrate a commitment to equality and diversity | ✓ | |
| Paediatric First Aid certificate | | ✓ |

St Joseph's College Vision and Values Core Framework

VISION

Continue to grow our nurturing environment, in which students are inspired to reach their full potential.

MISSION

At St Joseph's College, academic achievement, ideas, intellectual curiosity, collaboration and resilience are of equal importance.

CORE VALUES

Aspiration | Respect | Confidence

OUR AIMS

For the needs of each pupil's **mind, body, heart,** and **spirit** to be met, so that each one:

- ❖ Aspires to, and achieves, their academic and personal best
- ❖ Experiences an inspiring, progressive all-round education, which prepares them fully for their future
- ❖ Takes a positive and active role in their College, developing leadership skills and offering service to local, national and international communities
- ❖ Develops faith, self-confidence and self-esteem
- ❖ Acts with integrity, showing respect for themselves and all others