



EYFS Teaching Assistant / Level 3 Nursery Nurse

Responsible to: Headteacher

Salary: TA Salary Scale 3 Point 5-6 (£23427- £23849) / Nursery Nurse Level 3 Salary NN3 Point G-I (£23455- £23,643)

Hours: Between 32.5 hours and 36 hours. Full time- This post is Term Time Only.

Job Description

Reports to: EYFS Lead

Main Purpose of this role:

To work under the guidance of the Headteacher, Assistant Headteacher and teaching staff. To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area, for specified periods of time.

NVQ2 or equivalent is a highly desirable qualification for the job, and the role will require someone who has relevant skills and experience.

Level 3 nursery nurse qualification

Key duties and responsibilities:

1. Plan, prepare and deliver assigned programmes of teaching and learning activities to an individual pupil modifying and adapting activities as necessary under the overall direction and supervision of a teacher.
2. Assess, record and report on development, progress and attainment.
3. Liaise with staff and other relevant professionals and provide information about pupils as appropriate.
4. Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision.
5. Assess the needs of a pupil and use detailed knowledge and specialist skills to support pupils' learning.
6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
7. Help keep the children safe.
8. Develop and promote positive working relationships with staff, pupils and parents and promote the school positively at all times.
9. Support the role of parents / carers in pupil learning and contribute to meetings with parents / carers to provide constructive feedback on pupil progress/achievement etc.



Person Specification:

Essential	Desirable
<p>Skills, aptitude, knowledge and experience</p> <ul style="list-style-type: none">• Previous experience of working with children aged 4-11 in a voluntary or paid capacity• Experience as a Teaching Assistant or Learning Support Assistant within an Early Years setting• Knowledge of the Statutory Framework for the Early Years Foundation Stage• The ability to plan and deliver stimulating teaching experiences in line with the revised Early Years Foundation Stage framework, including leading guided group tasks.• Good written and oral skills for report writing, maintaining child records and providing feedback to parents/carers and colleagues• Experience in undertaking observations for assessment of children.• An understanding of inclusion, making the curriculum accessible to all learners including SEN, G&T and EAL.• The ability to work in a team in order to achieve successful outcomes for learners.• Good numeracy/literacy skills.• Effective use of ICT to support learning.• Use of IT equipment and technology – cameras, Ipads, visualisers, video, photocopier.• Ability to self-evaluate learning needs and actively seek learning opportunities.• Ability to relate well to children and adults.• Understanding of child development• Understanding of the relevance of childcare legislation• Understanding of health and safety and welfare issues within a childcare environment	<ul style="list-style-type: none">• Trained to successfully deliver phonics programmes, e.g. Letters and Sounds



<p>Personal qualities</p> <ul style="list-style-type: none"> • A commitment to the provision of high quality childcare • A positive approach to learning and gaining new skills through teamwork and training opportunities • A passion for promoting purposeful learning • The ability to adapt to changing circumstances and needs. • A positive attitude • Ability to build a good rapport with children, parents, staff and other professionals. • A readiness to maintain high expectations and standards for self and others. • Excellent organisational, record keeping and planning skills • Punctuality and reliability • Patience and resilience • Honesty and trustworthiness • Communication skills with a particular emphasis on oral skills together with personal qualities of enthusiasm, good humour, determination and resilience • A positive approach to inclusive practice, with children and colleagues • Enthusiasm for working with children 	<ul style="list-style-type: none"> • Flexibility – occasionally working hours might be changed, e.g. for parents evening, after school events such as Fayres, international evening. • Able to work in small teams
<p>Qualifications</p> <ul style="list-style-type: none"> • Completion of a full and relevant early years and childcare or TA/LSA qualification at Level 2 or above (e.g. Level 2 or 3 Diploma for the Children & Young People’s Workforce, Level 2 or 3 NVQ) or equivalent and relevant experience, knowledge and skills or Level 3 qualification as a nursery nurse • GCSEs or equivalent in Maths and English • Level 1 Safeguarding as a minimum • A positive approach to gaining further qualifications • Some understanding of the importance of Health & Safety and Food Hygiene in the workplace 	<ul style="list-style-type: none"> • Food Handling certification • Paediatric or other First Aid certificate • Completion of other relevant courses • Completion of a recognised Level 3 Educational qualification, or be working towards completion • Further education, e.g. ND, HND or degree • Health & Safety certificate

This post requires a DBS check as there may be periods of unsupervised access to children. An Enhanced DBS and satisfactory references would be obtained prior to commencement of employment.



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This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.