



## **JOB DESCRIPTION**

### **NURSERY TEACHING ASSISTANT/EARLY YEARS PRACTITIONER**

**Purpose of the Job:** To be an effective member of staff within the Nursery in accordance with school policy and relevant government guidance.

**Accountability:** Head of Nursery

#### **Duties and Responsibilities:**

##### **1. Teaching and Learning Activities**

- (a) to communicate effectively and sensitively with pupils to support their learning;
- (b) to promote and support the inclusion of all pupils in learning activities;
- (c) to advance pupils' learning under the supervision and direction of the Head of Nursery;
- (d) assist with the supervision of and encourage good behaviour amongst pupils; and
- (e) to organise and safely manage learning activities, the teaching space and resources.

##### **2. Monitoring, Assessment, Recording and Reporting**

- (a) to assist the Head of Nursery in evaluating pupils' progress;
- (b) to assess, record and report on the development, progress and attainment of pupils by:
  - Monitoring pupils' responses to learning tasks and their participation and progress in activities;
  - Providing constructive and appropriate feedback to pupils and supporting them as they learn;
  - When appropriate, formally recording pupils' responses to tasks, their participation in activities and communicating these with other staff and/or parents; and

- Contributing to the maintenance of records of pupils' progress both for internal and external purposes e.g. written reports to parents.

### **3. Planning and Expectations**

- (a) to set up the Nursery as directed by the Head of Nursery and clear away afterwards;
- (b) to assist in the display of pupils' work;
- (c) to support the Head of Nursery in photocopying and other administrative tasks to support teaching;
- (d) to contribute to the planning of opportunities for pupils to learn, which may include off site activities;
- (e) to assist the Head of Nursery in the planning and development of schemes of work, activities and support programmes for pupils;
- (f) to assist in the preparation of teaching resources/materials;
- (g) to help to implement daily planning; and
- (h) to provide constructive feedback to the pupils and Head of Nursery - both written and oral

### **4. Professional Values and Practice**

- (a) to have high expectations of pupils and promote and reinforce pupils' self-esteem;
- (b) to respect pupils' social, cultural, linguistic, religious and ethnic backgrounds;
- (c) to be committed to raising the educational achievement of pupils;
- (d) to build and maintain successful relationships with pupils, treating them consistently with respect and consideration and to be concerned for their development as learners;
- (e) to demonstrate and promote the same positive values, attitudes and behaviour that are expected from pupils;
- (f) to work collaboratively with colleagues to meet the needs of all pupils;
- (g) to carry out all aspects of the role effectively and to seek help and advise when necessary;
- (h) to continually seek to improve own practice, through observation, self-evaluation and discussion with colleagues and seek advice or guidance as necessary; and
- (i) to work closely with other adults in the Nursery to ensure that all policies and procedures are consistently implemented.

## **5. General**

- (a) to contribute to a warm, welcoming and safe environment – maintaining a high quality of physical, emotional, social, and intellectual provision for pupils in the Nursery;
- (b) to maintain a safe environment for pupils, staff and visitors to the Nursery;
- (c) to meet and communicate with parents as necessary;
- (d) to supervise pupils off site on school trips and other external trips as required;
- (e) to provide welfare support for pupils; and
- (f) to undertake any other duties which reasonably fall within the purpose of the post and which may be allocated by the Head of Nursery or Headmistress.

Updated November 2017