

London Borough of Brent Children and Families Department

Granville Plus Nursery School

Job Description

Post Title: Nursery Assistant

Grade: 6 - 9

Main Purpose of the Job

To work, under the overall direction and management of the Headteacher/Senior staff, to support access to learning for children at the School, and to provide general support to other staff in the management of pupils and the learning environment, within the ethos and aims of the Nursery School, Extended Services, Early Years Foundation Stage, and the Council's Equal Opportunities Policy.

Responsible to: Headteacher

Functionally Responsible to: Senior Nursery Officer and/or Teacher

Principal Accountabilities and Responsibilities:

Supporting the Early Years Curriculum

1. Supervise and take account of the learning and developmental needs of children in the School, in the building and in the outside play area, including children with special educational needs.
2. Support the children's development through play, talk and active exploration, by
 - supporting and being involved with children in their experiences
 - being aware of and responding appropriately to individual needs
 - respecting and encouraging children's autonomy
3. Establish good and positive relationships with children, acting as a role model, by
 - positively reinforcing good behaviour and self regulation
 - encouraging children to interact with others and to engage in activities
 - dealing promptly with behaviour issues, in a calm and caring manner, and reporting them appropriately to Senior staff
4. Under the direction of teachers, Nursery Nurses or Nursery Officers escort the children on outside visits and trips.
5. Assist staff in the recording of children's progress, as requested by Senior staff.
6. Gather and report information from and to parents/carers, as requested by Senior staff.
7. Assist staff in preparing and maintaining an appropriate learning environment, that reflects each child's religious, racial, cultural and language background and experience, including assisting in the preparation of equipment and materials, and clearing after use, and assisting in the display of children's work.
8. Support an atmosphere in which children subject to discrimination are valued and respected, and to work positively with children who display discriminatory attitudes and behaviour.

Providing for the Care and Health of the Children

1. Help to meet the emotional needs of children, in core day and in the extended day, through support for the planned programmes and sensitive routines, the establishment of personal relationships, and support for the provision of a welcoming environment.
2. Provide children with appropriate, sensitive care in washing, toileting, eating, dressing, in accordance with School policies, including policies relating to mealtimes.
3. Provide care for sick or injured children, as defined in School policies.
4. Support staff in maintaining the organisation, cleanliness and tidiness of play areas.
5. Assist staff in the recording of children's health or child protection issues, in accordance with School policies.

Developing a Team Approach and Involvement in Training

1. Provide a range of clerical and administrative support, for example photocopying, word processing, filing, collecting money.
2. Participate in regular supervision and appraisal meetings with the Headteacher.
3. Participate in whole School training programmes, including INSET days.
4. Appreciate and support the role of other professionals, within the School and beyond.

Developing Relationships with Parents/Carers and Other Users

1. To foster and develop good and supportive relationships with parents/carers and other users of the School, maintaining high professional standards and boundaries at all times.

General Requirements

1. Implement School policies and staff guidelines as detailed in the Staff Handbook.
2. At all times carry out responsibilities in accordance with the Council's commitment in its Customer Care Policy to high quality service provision.
3. At all times carry out responsibilities with due regard to the Council's Equal Opportunities Policy.
4. Comply with legal responsibilities under Health and Safety legislation.
5. Be aware of and comply with policies and procedures, and report all concerns to the appropriate person, in respect of:
 - Health and Safety and security, ensuring that a safe environment is provided for children, staff, parents and other members of the public.
 - Child Protection
 - confidentiality
 - data protection
6. This post requires that postholders undertake an Enhanced with lists Disclosure and Barring Service check considered satisfactory by the Council prior to employment and every three years thereafter.
7. This post is exempt from section 4 (2) of the Rehabilitation of Offenders Act, 1974, as the duties give access to persons under the age of 18. Applicants are not entitled to withhold information about convictions that would be regarded as spent for other purposes