JOB TITLE: Nursery Assistant
GRADE: E2
SCHOOL: Bournville Primary School

1. JOB PURPOSE

(a) Working under the overall line management of the Early Years Team Leader and day to day line management of the Nursery Manager, to ensure the provision of high quality childcare, in a caring and stimulating environment, for children from 2-3 years of age.

(b) To act as an integral part of the school early years team, and contribute to the overall aims of the school.

2. RESPONSIBILITIES AND ACCOUNTABILITIES

(a) Support for the Head Teacher

(i) Establish and maintain effective working relationships with the Early Years Team Leader and the Nursery Manager

Work with the Early Years Team Leader and Nursery Manager, in such a way as to ensure that there is an understanding and clarity of the post holder’s specific areas of responsibility and accountability.

(ii) Provide operational support to the Early Years Team Leader

Support the Early Years Team Leader and Nursery Manager in the interpretation and application of statutory regulations, Ofsted requirements, school policies and agreed procedures in respect of the management of staff, finances, property and other nursery resources.

In consultation with the Early Years Team Leader and Nursery Manager, develop, implement and evaluate the EYFS curriculum and the planning of activities suitable for the age range of children attending the nursery.

Assist the Early Years Team Leader and Nursery Manager in the preparation of the nursery for Ofsted inspections and in undertaking any post inspection action.

(b) Support for Children, Parents and Carers

(i) Liaise effectively with Parents and Carers

Develop meaningful partnerships with Parents and Carers.

In agreement with the Early Years Team Leader and Nursery Manager, communicate with parents and other designated carers on matters of importance or concern related to the care and development of their
children. Promote partnership working between home and school and always ensure that systems are in place so that enquiries from parents and carers are dealt with in a positive way.

Support the organisation of ‘open’ days and other events which help to inform existing and potential users of the services offered by the nursery. Prepare and issue written information under direction of the Early Years Team Leaders and Nursery Manager, which promotes the activities of the nursery.

(ii) Development, security and well-being of all children

Undertake, with other keyworkers as directed, an initial assessment of each child’s individual needs taking account of their family and local community background, in consultation with the child’s Parents or Carers and, where relevant, other childcare professionals.

Provide specific support to children with special needs to ensure that they have equality of access to opportunities to learn and develop.

Ensure the provision of care and education for each child through a planned curriculum of stimulating, enjoyable and constructive activities, appropriate to their age and abilities, which encourage their physical, social, language, emotional and intellectual development.

Ensure the well-being of all children through daily routines which encourage them to develop good relationships with others, develop their independence and self-esteem, help them to adjust to new settings and to practice good standards of health and hygiene.

Manage the application of simple first aid, if authorised and trained to do so.

(iii) Monitor progress and review individual care plans

Regularly monitor and record using the EYFS. Ensure that accurate and up to date records are maintained. Ensure Tapestry learning diary observations are up to date and reflect the progress of individual key children.

Complete, record and share two-year old checks with Parents/Carers.

(c) Support for the School

(i) The day to day operation of the Nursery

Staff:

Ensure that the highest standards of security and hygiene are maintained at all times and that all identified health and safety risks are dealt with as quickly and effectively as possible. Responsible for reporting to the Head Teacher situations which potentially pose a danger to any pupil or member of staff in the school.
General Administrative Duties:
Manage the day to day administrative routines, ensuring that all necessary paper and ICT records are up to date and accurately maintained. Including Tapestry, two-year old checks and any other records.

(ii) Develop and maintain working relationships with other staff

Work effectively with all other nursery staff, the school’s teaching and support staff and other professionals, applying own strengths and expertise to contribute positively to the overall aims and objectives of the school.

Provide effective role modelling for all other members of the nursery staff by sharing own knowledge and expertise in a professional and constructive manner. Take a lead role in supporting and developing a culture of team working for the benefit of all children and parents using the services provided.

Have high quality interactions that support children’s speech and language development. As well as scaffolding children’s play so that they make progress in their learning and development.

Participate in meetings and contribute to the development of policies and procedures related to the running of the nursery.

(iii) Contributing to the maintenance of a secure and welcoming environment

Actively participate in the development and maintenance of school policies and practices which ensure that the nursery has a safe and welcoming environment.

(iv) Review and Develop own professional practice

Develop and maintain effectiveness as a member of the school staff by taking responsibility for own continuing professional development.

(d) Support for external agencies and organisations

(i) Prepare confidential reports on individual children and their families as required.

(ii) Liaise with other professionals
Maintain effective working links with local authority staff, government agencies and other organisations that provide support services for children and their families in the local community.

3. Qualifications and Experience:

(a) A good standard of general education GCSE or equivalent.
(b) NNEB/HNC or NVQ/SVQ Level 3 in Child Care & Education would be
advantageous.
(c) Excellent communication skills with young children and adults.
(d) Experience working with early years children.
(e) A good working knowledge of the EYFS curriculum.

4. SUPERVISORY RESPONSIBILITY:

(a) Not applicable for this role.

5. SUPERVISION RECEIVED:

Overall supervision received from the Early Years Team Leaders and/or Nursery Manager.

6. CONTACTS:

(a) Staff and children within the nursery and the school generally.
(b) Parents and Carers.
(c) LEA staff, public agencies and other organisations providing services to young children and their families.

7. SPECIAL NOTES OR CONDITIONS:

The post holder is subject to the provisions of all Safeguarding legislation, and the Authority's policies governing staff who work with children and vulnerable adults.

RECEIVED: .................................................................

DATED: ......................................................