

Grangetown Primary School - Job Description – 2 year old provision



Position:	EYFS Nursery Nurse/Teaching Assistant, in our 2 year old provision ('Flying Start Nursery')
Qualification required:	Full and relevant EYFS qualification. See: www.gov.uk/guidance/early-years-qualifications-finder
Salary:	Grade 2, Points 5-6 (£18,795 - £19,171). Pro rata – term time only.
Hours of work:	20 hours per week, as follows: Monday to Friday, 8.30am – 12.30pm
Responsible to:	EYFS Key Stage Leader / Nursery Teacher

Overall purpose of the role

- To work as part of a team to provide a high standard of physical, emotional, social and intellectual care for children in our 2 year old Nursery (Flying Start Nursery)
- To support children to achieve their potential by providing a wide range of developmentally appropriate, stimulating learning experiences.
- To work as part of our EYFS team to provide an enabling environment in which all individual children can play, develop and learn.
- To build and maintain strong partnerships with parents.

Duties and Responsibilities

- Establish and maintain caring and nurturing relationships with the children.
- Support the development of a high quality, stimulating environment.
- Prepare and lead a programme of play activities suitable to the children's stage of development.
- Supervise and support children throughout the day.
- Ensure that snack-times and mealtimes are a time of pleasant social sharing.
- Undertake duties in connection with personal hygiene and welfare of pupils.
- Promote children's social & emotional development & contribute to their health & well-being.
- Maintain an awareness of children's needs, and use this to create appropriate learning opportunities.
- Contribute to the assessment of pupils' progress and development, through observations, basic record-keeping and discussion with other team members.
- Monitor children's progress effectively and share information with parents, carers and other key adults in the child's life
- Liaise closely with the other Nursery staff.
- Develop positive relationships with parents/carers and other family members as appropriate.
- Assist in the daily setting-up of equipment and resources

- Oversee the care and cleanliness of the teaching environment, equipment and materials.
- Work flexibly within the setting and be prepared to help where needed, including carrying out domestic tasks such as the preparation of snacks, & the cleansing of equipment, etc.

Professional Values and Practices

- Having high expectations of all children.
- Treating pupils consistently, with respect and consideration, and respecting their social, cultural, linguistic, religious and ethnic backgrounds.
- In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful and positive learning environment.
- Working collaboratively with colleagues as part of a professional team; carrying out all roles effectively; knowing when to seek help and advice from colleagues.
- As a staff member, to understand your responsibilities in terms of safeguarding and child protection; being able to identify concerns & follow all safeguarding procedure.
- Reflecting upon and seeking to improve professional practice.
- Adhering to all school policies, including the school's code of conduct for staff.
- Having due regard to confidentiality, child protection procedures, health and safety, and data protection (training in all of these areas will be provided).
- Ensuring that excellent standards of safety, hygiene and cleanliness are maintained at all times.
- Recognising equal opportunities issues as they arise and responding effectively, following the school's policies and procedures.
- Building and maintaining successful relationships with children, parents/carers and staff.
- Being an effective role model for the standards of behaviour expected of children.

Additional Information

- The post holder must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.
- The post holder must act in compliance with data protection procedures in respecting the privacy of personal information held by the school, as set out in our Data Protection/GDPR Policy.
- The post holder must carry out their duties with full regard to the School's Equal Opportunities Policy, Child Protection Policy, Health and Safety Policy, and Staff Code of Conduct. All relevant Policies will be provided on appointment.
- The post holder may be required to undertake other reasonable duties within the level and remit of the post, as requested.
- The work of schools changes and develops continuously, which in turn requires staff to adapt and adjust. Whilst the main duties and responsibilities of the post are set out above, the job description is not exhaustive, and may be amended at any time following discussion between the Headteacher and the post holder.