

## JOB DESCRIPTION

Job No.

ALP

TL13-Dec19

<b>Job Title:</b>	<b>Nursery Assistant</b>	
<b>Responsible to:</b>	Nursery Teacher and EYFS Phase Leader	
<b>Job purpose:</b>	To work under the guidance of nursery teachers to support access to learning for pupils and provide general support to the teacher in the management of pupils.	
<b>Resources:</b>	<b>Staff:</b>	None
	<b>Finance:</b>	None
	<b>Physical:</b>	Shared responsibility for resources and equipment
	<b>Clients:</b>	Staff, pupils, parents/carers

### Duties & responsibilities:

1. To plan, prepare and participate in a range of activities that promote each child's physical intellectual and emotional needs to enable each child to reach their full potential.
2. To implement activities which encourage linguistic and social interaction between the children and their parents/carers.
3. To be a key worker for a group of children by observing, monitoring and recording each individual's development, keeping a proper record of achievement file on their key children.
4. To communicate with parents/carers about the day to day needs of the children by fostering parental involvement and encouraging positive parenting skills.
5. To help children acquire self-help skills including dressing, feeding, toilet training and an awareness of personal hygiene.
6. To help ensure that the Nursery meets safety and hygiene requirements and to report any issues to a senior member of staff.
7. To attend out of working hours activities, e.g. training, staff meetings. To attend parents evenings/open days as required.
8. To be flexible within working practices of Setting. Be prepared to help where needed, including to undertake certain domestic jobs within the Setting, e.g. preparation of snack meals, cleansing of equipment etc.
9. To develop your role within the team especially with regard as a key worker

Play a full part in the life of the ALP, promoting ALP schools positively within the local community and beyond

Undertake other duties and responsibilities as required commensurate with the grade of the post

As a representative of the ALP, it is important that a positive, helpful and courteous approach is adopted with everyone with whom the post holder comes into contact. For the purposes of this aspect of the job, customers can be categorised as internal (e.g. governors, staff and pupils to whom the post holder is providing a service) and external (e.g. parents, visitors, suppliers, contractors, local residents etc.)

The ALP is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post holder is therefore under a duty to use the ALP's procedures to report any concerns they may have regarding the safety or well-being of any child or young person.

### Work arrangements

<b>Physical requirements:</b>	Limited physical demand with an occasional need to lift or carry items.
<b>Transport requirements:</b>	None
<b>Working patterns:</b>	Monday – Friday term time.
<b>Working conditions:</b>	Work may be carried out within the classroom or outside of the normal teaching area. Changing of children out of soiled clothes.

The ALP will endeavour to make reasonable adjustments to this job description and to the working environment in order to enable access to employment opportunities for disabled job applicants and/or to enable continued employment for an employee who develops a disabling condition.

This job description may, after satisfactory negotiation has taken place, be modified to reflect or anticipate changes which occur over time at a local or national level

**(Postholder Signature)**

**(Postholder Name)**

**(Date)**

**(Line Manager Signature)**

PERSON SPECIFICATION

Job Title:		Nursery Assistant	
Essential:		Desirable:	Assessed by:
Knowledge & Qualifications		Knowledge & Qualifications	
Excellent Literacy & Numeracy skills		Paediatric First Aid certificate	
NVQ 2 for TA’s or equivalent qualifications (NNEB)		NVQ relevant qualification	
Experience		Experience	
Experience of working in a school or private setting.			
Working with children of the relevant age			
Skills & Competencies		Skills & Competencies	
Interpret information or situations whilst working with key children and develop solutions using creative and developmental skills.		Understanding of codes of practice and recent relevant education	
Effective ICT skills - some precision in the use of keyboards			
Exercise developed interpersonal caring skills to meet the demanding needs of 3 – 4 year olds.			
Good understanding of the principles of child development and the learning process.			
Respond independently to unanticipated problems and situations which arise within your key group.			
Physical, mental, emotional & environmental demands		Physical, mental, emotional & environmental demands	
Limited physical demand some occasional need to lift and carry.			
Occasional emotional demands when dealing with disclosures from pupils or parents.			
Other		Other	
A commitment to providing a quality service to customers.			
A willingness to undertake job related training.			

Key to assessment methods; (A) application form, (I) interview, (R) references, (T) ability tests (Q) personality questionnaire (G) assessed group work, (P) presentation, (O) others