



JOB DESCRIPTION

Our Vision – *This job role will play a critical part in enabling the School to achieve its vision – “Excellence as a habit, not an action. Excellence in who we are; excellence in what we do; excellence in our service of others”*

Job Title: Nursery Assistant

Job Purpose

- To assist the delivery the Early Years Foundation Stage Curriculum under the direction of the Nursery Leader
- To support the monitoring of progress and development of nursery pupils in line with the Early Years Policy
- To facilitate and encourage positive and inspiring learning experience which provide children with the opportunity to achieve their individual potential.
- To ensure that the children are safe and secure in their learning environment

General Key Duties

The assistant will be expected to:

- Support the wellbeing, social and emotional needs of the pupils
- Follow the school’s safeguarding policies and procedures at all times
- Uphold the school’s mission and values
- Work as part of the Early Years Team

Responsibilities:

- Prepare resources and set up the learning environment inside and out under the direction of the Nursery leader in readiness for each day
- Provide a warm welcome for parents and children at all times, communicating with them in a positive and supportive manner
- Support toileting, first aid, hygiene and health and safety needs of the pupils
- Maintain a stimulating learning environment, keeping it tidy and accessible for the children.
- Contribute to the development of plans and resources to enhance learning

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- Encourage age- appropriate independence amongst the pupils
- Attend staff meetings and training as directed by line managers
- Supervise the children in the Nursery to ensure that they are safe
- Undertake playground and lunchtime duties as part of a team

Teaching and learning

- Support pupils' learning experiences in line with the Early Years policy requirements
- Liaise with colleagues to develop and deliver the Early Years Foundation Stage Curriculum in a collaborative way.
- Set up and direct adult led activities and child-initiated play inside and outside
- Manage and support child-initiated play through careful questioning and observation

Assessing and reporting

- Observe, monitor and record the learning development of the pupils using 2Simple programme and contribute to children's profiles/learning journeys
- Contribute to discussions about the pupils learning achievements as part of the team
- Use observations to plan future learning experiences that will enable pupils to develop further

Standards and quality assurance

- Support the aims and ethos of the school as identified in the School Development Plan and School Prospectus.
- Ensure awareness of national developments relevant to Early Years and current best practice.
- Promote and model good relationships with pupils, colleagues and parents.
- Set a good example in terms of dress, punctuality and attendance.
- Uphold the school's behaviour code and uniform regulations.
- Participate in staff training and take a lead in own professional development.
- Actively seek the views of parents and learners as part of the self-evaluation process.

Other requirements

- Participation and contribution to the organisation of school visits and trips that complement learning.
- Support special school events including the annual Celebration of Achievement Day

Performing other ad hoc duties.

- Any other duties as may be required by the Principal or Executive Team from time to time in support of the overall activities and smooth running of the School.
- Undertake any training considered appropriate for the better performance of the Job.

This job description is not necessarily a comprehensive definition of the post. It is representative only. Other reasonable duties may be allocated from time to time commensurate with the general character of this post and its grading.

Appraisal (Annual Professional Review/s)

- The post holder will be part of the school's appraisal scheme. They will have an appraiser who will set agreed targets for the year. The Line Manager will monitor and review performance. The school will support the continuing professional development of all staff.

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Professional Development

- Keep up to date with current developments and emerging teaching practices.
- Regularly review the effectiveness of practice in consultation with Line Manager, refining approaches where necessary.
- Be responsible for continuous professional development and participate fully in training and development opportunities identified by the school or as developed as an outcome of the appraisal.
- Be prepared to undertake regular training in Child Protection and Safeguarding, and if applicable First Aid training, Food Handling and any other training required by the school.

Health and Safety Responsibilities: In accordance with the provisions of the Health and Safety at Work Act 1974 it is the responsibility of the post holder to take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work; and co-operate with the School Bursar, Head Teachers, Governors and staff to enable them to perform or comply with its duties under statutory health and safety provision.

Review and amendment

This job description will be reviewed at least once a year and may be subject to modification at any time after consultation with the post holder.

Person Specification: Nursery Assistant

Skills, aptitude, knowledge and experience	Essential	Desirable
A good general education	✓	
First Aid Qualification or willingness to take one	✓	
Current Level 1 Safeguarding certificate or willingness to undertake training	✓	
Good knowledge of Early Years Foundation Stage	✓	
Experience of working within the Early Years age range	✓	
Successful experience working with young people in a pastoral capacity (e.g. voluntary work)		✓
Evidence of further professional development	✓	
Enthusiastic practitioner who is keen to further develop their own practice	✓	
Willingness to work outside	✓	
Show willingness to drive the school minibus or be prepared to take the minibus driving competency test		✓
Personal qualities	Essential	Desirable
Ability to create, inspire and promote a secure learning environment	✓	
Reliable and trustworthy	✓	
Calm and patient	✓	
Physically able to work with young children	✓	
Excellent interpersonal skills	✓	
Ability to demonstrate personal and emotional resilience		✓
Qualifications		
Level 2 or above qualification in childcare/ Early Years	✓	
Christian Commitment	Essential	Desirable
Able to support the aims and mission of a Catholic school	✓	

The Marist school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

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